

NOTICE OF REGULATION REPEAL

Date: November 8, 2022

REGULATION TITLE:
Identification Card Program

REGULATION NO.:
2.0031

SUMMARY: The University of Florida Office of Business Affairs proposes to repeal Regulation 2.0031 and move the remaining relevant information to a UF policy, which can be found on the UF Policy page at <https://policy.ufl.edu>.

AUTHORITY: BOG Regulation 1.001

COMMENTS CONCERNING THE PROPOSED REGULATION REPEAL SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. The comments must identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION REPEAL IS: Courtney Brown, Legal Assistant II, 123 Tigert Hall, Post Office Box 113125, University of Florida, Gainesville, Florida 32611, 352-392-1358 office, 352-392-4387 facsimile, regulations@ufl.edu.

NAME OF PERSON WHO APPROVED THE PROPOSED REGULATION REPEAL:
Curtis Reynolds, Vice President for Business Affairs

THE FULL TEXT OF THE PROPOSED REGULATION REPEAL IS ATTACHED TO THIS NOTICE.

~~REGULATIONS OF THE
UNIVERSITY OF FLORIDA~~

~~2.0031 Identification Card Program~~

~~(1) — Definitions. Definitions of words and phrases used in the Identification (I.D.) Card Program at the University of Florida:~~

~~(a) — Academic Personnel (AP) — The academic employees of the University of Florida described in University of Florida Regulation 7.003, which includes the titles of Professor, Associate Professor, Assistant Professor, and Lecturer.~~

~~(b) — Staff — Technical, Executive, Administrative and Managerial Support (TEAMS), University Support Personnel System (USPS), and Other Personnel Services (OPS) employees of the University of Florida.~~

~~(c) — Student — All persons, not classified as Academic Personnel or staff, admitted and registered at the University of Florida.~~

~~(d) — Identification (I.D.) Card — A laminated credit card size packet containing a digitized image (photograph) of the person, identification data, logo, bar code, high coercivity magnetic strip with three tracks, printed statement, and signature stripe.~~

~~(e) — University of Florida Systems — A variety of means by which the University provides services to its students, Academic Personnel and staff such as library book checkout, check cashing, and ticket distribution.~~

~~(2) — Function. The I.D. Card is a key to accessing a variety of University of Florida systems, such as library book check-out and check cashing. The physical card is neither representation nor proof of any position or standing as a student, staff or Academic Personnel of~~

~~the University of Florida, or representative thereof without validation in a University of Florida system.~~

~~(3) — Policies for the use of the I.D. Card are set by the Office of the Vice President for Business Affairs and administered by the I.D. Card Services Department of the Business Services Division.~~

~~(a) — I.D. Cards shall be issued based on an individual's primary relationship with the University — Academic Personnel, staff, or student.~~

~~(b) — The final decision on the primary relationship of an individual with the University shall be made by the Vice President for Business Affairs.~~

~~(c) — I.D. Cards may be issued on a temporary basis to groups or individuals who do not fall into the category of Academic Personnel, staff or student as defined herein. The Office of the Vice President for Business Affairs is the unit in charge of authorizing the issuance of such cards. The cost for such cards is \$15.00 per card, unless identified by a different cost described herein.~~

~~(4) — All students are required to have an I.D. Card at the cost of \$15.00. All Academic Personnel and staff are required to have an I.D. Card. A \$15.00 fee will be imposed for each replacement card.~~

~~(5) — Conduct such as misuse of the I.D. Card, falsification of information to obtain an I.D. Card, alteration of the picture or information on the card, and/or falsification of records which served as the basis for the issuance of the I.D. Card shall subject persons to penalties provided in the Florida Statutes or Regulations of the University of Florida, including the Student Conduct Code, as appropriate.~~

~~(6) — When utilizing a University of Florida System, individuals shall present their I.D.~~

~~Card as the approved means of showing authorization to use the system.~~

~~(7) — Any unit of the University or student group or organization desiring to use the I.D. Card for any purpose not defined herein shall first obtain the approval of the I.D. Card Services Department, Business Services Division. No encoding of any of the tracks on the I.D. Card may be done without written approval of the I.D. Card Services Department. No alteration of the card or any portion thereof by any person or agency, other than the I.D. Card Services Department, is allowed. Approval is granted only pursuant to the terms of a University contract or for another University purpose and only under terms which protect the integrity of the I.D. Card.~~

~~(8) — No equipment shall be purchased for the direct or indirect purpose of encoding on any of the tracks on the I.D. Card without the prior written approval of the Assistant Vice President and Director of Business Services or his or her designee, which approval shall be granted only pursuant to the terms of a University contract or in furtherance of another University purpose and only under terms which protect the integrity of the I.D. Card.~~

~~Authority: BOG Regulation 1.001.~~

~~History—New 7-15-91, Amended 5-28-92, 5-19-93, 3-12-03, 7-19-05, Formerly 6C1-2.0031, Amended 2-11-16 (technical changes only).~~

GATORONE ID Policy

Published: December XX, 2022

Responsible Unit: Vice President for Business Affairs

1. Policy Statement

This policy governs the issuance and use of the official University of Florida (“University”) Identification, the GATORONE ID.

2. Applicability

This policy applies to each individual and every group or organization eligible for a GATORONE ID.

To the extent any portion of this policy conflicts with other University rules, policies, or procedures, this policy shall control. Nothing contained within this policy is meant to or should be construed to contradict any applicable federal, state, or local laws or regulations.

3. Definitions

Campus: all University-owned, -occupied, or -controlled lands and buildings located within the state of Florida.

Employee: an individual hired by the University to include Academic Personnel, TEAMS, USPS, LEO and OPS (non-student).

GATORONE ID: The University issued identification containing the ID holder’s name, facial photo, primary relationship with the University, and UFID number if applicable.

ID Holder: means an eligible individual to whom a GATORONE ID is issued for authorized use.

Retirees: All employees who have retired from the University and have their retirement status verified by the Human Resources Department.

Spouse/Domestic Partner: A person of same or opposite sex whom you live with; and to whom you are emotionally committed, share a primary residence and share joint responsibilities for common welfare and financial obligations. Additional criteria can be found on the [Affidavit of Domestic Partnership](#).

Student: An individual who is enrolled at UF; full-time or part-time, regardless of the number of hours or days attending classes.

University of Florida System(s): Any system, process, or procedure the University provides to GATORONE ID Holders to access University services and/or resources, such as library book check-out and ticket distribution.

Vendor/Affiliate: authorized by a University department for a legitimate business or educational purpose and authorized to be on University premises unescorted and use University services and facilities for a specified period of time.

4. Policy Specifics

4.1 GATORONE ID Intended Use

The GATORONE ID is intended for use as a visual and electronic identification, validation, and authentication credential for authorized access to University services and Campus buildings and facilities, as well as specific services provided by third-party vendors. The GATORONE ID is neither representation nor proof of any position or standing as an Employee or Student of the University without validation in a University of Florida System.

The following is a non-exhaustive list of uses for the GATORONE ID:

- Ride the Regional Transit System (RTS) bus service;
- Redeem Meal Plans, Flex, and/or Declining Balance at Dining locations;
- Access Campus events or athletic activities;
- Transact business at the University Bursar;
- Utilize select recreational facilities or purchase an all-access [RecSports](#) membership;
- Access authorized buildings; and
- Access UF Library privileges (application is required for retired faculty or staff).

4.2 Eligibility

The following individuals or groups are eligible for issuance of a GATORONE ID:

- Students;
- Employees;
- Retirees;
- Spouse/Domestic Partners of Employees, Students and Retirees; and
- Vendors/Affiliates.

Students and Employees are required to obtain a GATORONE ID which will display the eight-digit UFID number assigned to each person. For more information on UFID please visit [UF Identity Services](#).

The Assistant Vice President for Business Services or designee is granted the authority to:

- Issue a *GATORONE* ID, on an infrequent and temporary basis, to groups or individuals who do not fall into the categories as named above; and
- Determine the primary relationship of an individual with the University.

4.3 Issuance of *GATORONE* ID

Eligible individuals or groups may obtain a *GATORONE* ID either in person or online by visiting the [GATORONE website](#).

4.4 Fees

Fees for the *GATORONE* ID are established by the Board of Trustees pursuant to the Florida Board of Governors Regulations and Florida Statutes. Current fees may be located on the [GATORONE website](#).

4.5 *GATORONE* ID Holder Responsibilities

- ID Holders are expected to maintain possession and control of their *GATORONE* ID while on Campus.
- ID Holders may be required to present a current *GATORONE* ID in order to verify identity and/or confirm affiliation with the University or to gain access to specific facilities, services, or events.

a) Lost or Stolen Cards

Lost or stolen cards must be deactivated by the *GATORONE* ID Holder through the [GATORONE Card Management Portal](#). The *GATORONE* ID Holder is responsible for any replacement fees or financial losses connected with the unauthorized use of the ID.

b) Misuse

The following is a non-exhaustive list that may be considered misuse of the *GATORONE* ID and is subject to penalties specified under the Policy Violations in Section 5.

- Lending your *GATORONE* ID to someone else to use;
- Using, or attempting to use, someone else's *GATORONE* ID;
- Holding a *GATORONE* ID as collateral or security;
- Use of a *GATORONE* ID to gain, or attempt to gain, unauthorized access to University buildings, facilities, or services.
- Failing to present a *GATORONE* ID upon request by authorized University Employees;

- Falsification of information to obtain a *GATORONE* ID;
- Alteration of the picture or information displayed;
- Falsification of records which served as the basis for the issuance of the *GATORONE* ID;
- Encoding of tracks on the physical ID Card;
- Physical defacing, alteration or damage to the card; and

4.6 *GATORONE* ID Data Access

Data contained in the *GATORONE* ID database is the property of the University. Usage of this data without permission from the *GATORONE* ID Office is prohibited and is subject to penalties, as appropriate. Procedures for usage and access of this data must be fully documented and filed with the *GATORONE* ID Office to ensure confidentiality, integrity, and availability of the data.

5. Policy Violations

The *GATORONE* ID is the property of the University, not the individual ID Holder, and its use is governed by the University in its sole discretion.

The University is authorized to impose appropriate penalties against those who fail to comply with this policy.

Questions

Questions about this policy or reports of suspected violations should be directed to:
Office of the Assistant Vice President for Business Services

<https://businessservices.ufl.edu/>

(352) 392-0306

info@bsd.ufl.edu