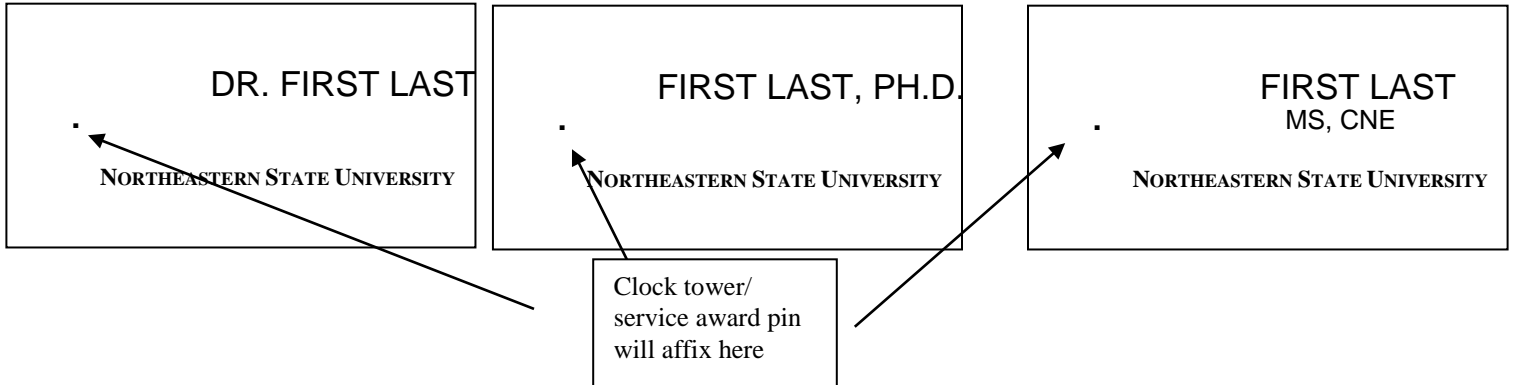


NSU Name Badge Protocol:

Full Time Employees: All full time employees shall be provided with an approved name badge. The new format protocol for name badges for full time employees allows for full name and relevant degree or certification information (as it pertains to the employee's position). No department designation or job title should appear on the badge. The employee's name will appear on the first line in all caps; degree information may be placed on the second line, as needed (see examples below).

Enameled clock tower pins will be provided by HR for new full time employees. Service award pins are presented annually to employees who have reached their 5-year, 10-year, 15-year, etc. anniversaries during the previous 12 months. These may be affixed to the badges in place of the clock tower pin.



Part Time and Student Employees: Name badges are not required for part time employees. However, when departments elect to have badges made, the format protocol shall be as follows: The employee's name will appear on the first line in all caps; other designations (e.g. "Student Worker," "Riverhawk Ambassador," etc.) should be in upper and lower case lettering in smaller type on the second line. While we encourage departments to utilize the approved vendor, an alternate vendor may be used to order name badges for part time and student employees, as long as the size (3 3/8 X 1 1/2 inches) and style of the badges are consistent with the approved standard. **Clock tower pins will not be provided for part time badges; the vendor should be advised to emboss the approved clock tower on the badge as part of the university logo.**



NSU approved vendor:

X-Cel Badge & Engraving
PO Box 1864
Edmond, OK 73083
405.341.6946 phone/fax
x-celbadge.com / x-celbadge@cox.net

Cost information:

\$8.75 Logo, name engraved w/magnet
\$9.25 Logo, name & title, w/magnet
\$9.75 Logo, name, 2 line title, w/magnet

Shipping depends on the weight of the box

PLEASE SPECIFY if badge is with a hole for a pin or the embossed clock tower, and provide department contact information to the vendor, including phone number.