** Archdiocese of Los Angeles

Business Cards Request Guidelines

Commitment to community being one of the Core Values of The Archdiocese of Los Angeles, requires engagement and connections. The physical exchange and engagement of business cards creates a connection that can become the foundation of fruitful working relationships, thus helping us meet our commitment by promoting collaboration with one another in ministry. The purpose of this guideline is to ensure the provision of accurate, quality printing of business cards in a manner consistent with the policies of the Archdiocese of Los Angeles. It is intended to establish a consistent and efficient approach to ordering business cards for authorized staff whose job description include regular interface with the public or who are at a Department Manager level or above.

If you have any questions regarding the following guidelines, please contact The Human Resources Department at (213) 637-7494.

**POLICY**

The Archdiocese of Los Angeles will provide, upon authorized request, business cards to staff:

1. Whose job requires regular interaction with the general public; private industry; or representatives of government.
2. For whom a business card would facilitate prompt and efficient communication with such individuals and entities as a representative of the Archdiocese of Los Angeles.
3. Staff who is at Department Manager level and above or as approved by the Director of Human Recources.

Business cards must be requested by the Department Manager and approved by the Director of Human Resources in order to:

1. Comply with the Archdiocese of Los Angeles Conduct Policies by (1) avoiding possible misrepresentation of the Archdiocese of Los Angeles and (2) preventing use of the Archdiocese of Los Angeles name without permission from the Department Manager and Director of Human Resources.
2. Ensure the number of cards is kept to a reasonable amount, based on cost and percentage of use.

Business Cards will only be issued to employees once they have completed New Hire Orientation, unless otherwise requested in writing, by the Department Manager and approved by the Director of Human Resources.

1. Employees with less than 90 days of continuous employment with the Archdiocese of Los Angeles will be issued 100 cards per request.
2. Employees with more than 90 days of continuous employment with the Archdiocese of Los Angeles are eligible to order up to 500 cards per request.

Job Titles on the business card must match job title on the official Job Description and in the Personnel Database. No changes to a job title may be made without written approval from the Director of Human Resources.

The Purchasing and Mail Room Department provides graphic services for appropriate placement of logo and text, and coordinates the printing of cards created at the Department’s expense.

Any exceptions to this policy must be requested in writing, by the Department Manager and/or Leadership representative, then sent to the Human Resources Department.

Deviation from this policy will result in disciplinary action up to and including termination of employment.

**REQUESTING BUSINESS CARDS**

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| **Request** 1. Department Manager makes request by sending an email to HR Employment Manager.
2. If not already included in the email, Employment Manager will reply with request for the following information:
	1. **EE Name**, as it should read on the business card
	2. **EE Title** (Only Job Description/Personnel Database titles will be approved)
	3. **Business Card Necessity** (Why does the employee need business cards)
	4. **Telephone Number(s)** (No personal numbers will be approved for business cards)
	5. **Email Address** (No personal email addresses will be approved for business cards)
	6. **Department Billing Code**
	7. **Department Address** (If different from ACC Offices)
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| **Review**1. Once information is received, Employment Manager will confirm information and adherence to business card content requirements.
2. Employment Manager will forward request to Director of Human Resources, with confirmation of information, for approval. Director of Human Resources approves via email.
3. Approved request will be forwarded to the Department Manager and Printing Department with instructions to proceed with Navigator request.
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| **Print** 1. Printing will create cards or work with vendor to have cards printed.
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| **Delivery** 1. Mail Room will deliver cards within 10 business days of approved request.
	1. If cards are needed sooner, please contact Employment Manager
2. Printing Department emails Department Manager and Employment Manager to confirm delivery of business cards.
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