



## Employee Identification Cards

**Updated 7/7/2020**

***This resolution was initially adopted on June 9, 2020. It was subsequently updated to reflect a change in the required employee picture size from 2" x 2" to 1.5" x 1.5".***

The State of Ohio Board of Pharmacy (Board) hereby waives the requirements of rules 3796:6-2-09(G) and 3796:6-3-01(J) of the Ohio Administrative Code related to medical marijuana employee identification cards and hereby adopts the following resolution, effective upon the renewal of the dispensary employee's license currently set to expire on December 4, 2020 and for any new employee and any replacement for a current employee on or after the effective date of this resolution:

### **Employee Identification Separation Requirements (Rule 3796:6-2-09(G) of the Administrative Code)**

**NOTE:** *This replaces the current process established in paragraph (G) of the rule.*

Upon termination of employment or when a dispensary employee otherwise ceases to be employed with a dispensary, the dispensary shall:

- (1) Collect the employee identification card for destruction and disposal by the dispensary. The dispensary shall ensure the destruction of the dispensary employee identification card as soon as possible but no more than ten business days from the date of termination or separation.
- (2) Submit a notice of separation to the Board within ten business days of the termination or separation of the dispensary employee in a manner determined by the Board.

### **Dispensary Printing Employee Identification Cards (Rule 3796:6-3-01(J) of the Administrative Code)**

Upon the effective date of this resolution, a dispensary may print employee identification cards required by rule 3796:6-3-01(J) of the Ohio Administrative Code. If a dispensary chooses to print employee identification cards, the card design shall be approved by the board prior to issuance.

- (1) Each employee identification card shall clearly identify the employee to the public and contain, at a minimum, the following information:
  - (a) A clear photo of the of the employee's face measuring **1.5 inches by 1.5 inches**, taken not more than ninety days prior to the issuance to the employee;
  - (b) The date on which the identification card was issued to the employee;



(c) The employee's current name;

(d) The medical marijuana employee license number;

(e) The date on which the license expires; and

(f) The name of the dispensary.

(2) Identification cards shall expire four years from the date of issuance.

(3) A dispensary employee shall be issued a separate identification card for each dispensary employing that individual.

All medical marijuana dispensary employees are still required to wear an identification card that clearly identifies them to the public and contains the required information described above. However, by removing the requirement that the cards be printed by the Board, dispensaries will be able to immediately print cards for employees that have been licensed by the Board, replace lost or damaged cards, and create cards that are consistent with each dispensary's brand while still ensuring each of its employees are properly identified while on-duty.

Upon a written request, the Board will continue to issue identification cards to dispensary employees until January 5, 2021. All dispensary employees must continue to wear the employee identification card issued by the Board until an approved card is printed by the dispensary and the medical marijuana dispensary disposes of the employee identification card issued by the Board pursuant to this resolution. Dispensaries must submit proposed employee identification card renderings through the Compliance portal for consideration and approval.

A dispensary is no longer required to return an employee identification card with the Employee Separation Notification Form to the Board upon a separation of employment. The medical marijuana dispensary is responsible for the destruction and disposal of an employee identification card.

Failure to comply with the conditions set forth in this resolution will be considered a violation of Chapter 3796. of the Ohio Administrative Code and may result in disciplinary action.