

In order to provide quick and accurate identification of school district employees, particularly when those individuals are working in buildings and/or sites different from a primary assignment area, there is a need to use an employee identification card system. The card system is also needed to assist parents and other visitors to school locations in identifying school employees. In certain locations, there is a need for use of the cards for security purposes.

The photo identification card system, using a clip-on badge or badge hanging around the neck, will serve as an instant identification system for persons in multi-campus assignments, such as administrators, supervisors, plant operations, maintenance, food service, transportation, etc.

Identification cards will be prepared for every school district employee. Employees shall display the clip-on identification card on an outer garment or card hanging around the neck at all times when performing duties for the school system to show identification as a school employee. The identification badge will be displayed no lower than the waist and must be visible.

A badge system, using a clip-on card with appropriate designation, but without photograph, will be utilized for visitors to schools and for substitutes and/or temporary employees.

Appropriate equipment will be maintained in the Personnel Division where cards will be prepared when new employees are contracted.

Building administrators and/or supervisors are requested to take necessary action to make all staff members aware of the identification card system requirement, and to cooperate with the Central Office in scheduling photo sessions for all school district employees.

Identification cards are the property of the school district and are issued to personnel only during the time of their employment. Upon termination of employment, the card should be returned to the Central Office along with termination papers. A replacement of a lost card will be provided at a cost of \$5.00 per card.

Approved: November 22, 1999

Amended: November 9, 2015