

# Multnomah Education Service District

Code: **ECAAA-AR**  
Adopted: 2/13/06  
Amended: 5/17/11  
Reviewed:

## **Employee and Visitor Identification Badges**

Staff members issued an identification badge will be subject to the following requirements:

1. Identification badges are the property of MESD for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight when the employee is engaged in the performance of district duties while on district property;
3. A report of a lost or stolen badge must be made to the appropriate administrator immediately;
4. An identification badge lost, stolen or damaged due to circumstances beyond the employee's control will be replaced by MESD at no cost to the employee. Other replacement costs will be charged to the employee;
5. Identification badge requests must be made directly to the Human Resource Services Department.
6. The appropriate administrator will be responsible for collecting staff identification badges at the end of the assigned work shift in the event of employee resignation, nonrenewal, nonextension or termination;
7. The district will not disclose the identification badge of an employee without the written consent of the employee if:
  - a. The badge contains the photograph of the employee;
  - b. The badge was prepared solely for internal use by MESD to identify employees.
8. MESD will not disclose a duplicate of the photograph used on the badge except in case of emergency, as determined by the superintendent.