

Employee Identification Badge System

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

Identification badges are the property of the district for use by district employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;

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. The district may grant exceptions to this requirement for specific employees performing specific jobs (e.g. bus mechanic, maintenance employee working on mechanical equipment) when wearing the badge places the employee or badge at risk;

A report of a lost or stolen badge must be made to the office of the director of operations immediately;

An identification badge that is lost or stolen must be replaced by the district at the expense of the employee. Badges damaged though “wear and tear” will be replaced at district expense. The business manager will consider exceptions to charging employees for replacement cards as appropriate;

Identification badge requests must be made directly to the district office.

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;

The district will not disclose the identification badge or card of an employee without the written consent of the employee if:

1. The badge or card contains the photograph of the employee;
2. The badge or card was prepared solely for internal use by the district to identify employees.

The district will not disclose a duplicate of the photograph used on the badge or card

The use of badges, photos and any related information is for district use only. Unless legally required, the district will not release photos or related information without written consent of the employee.