

SECTION: ADMINISTRATIVE

TITLE: IDENTIFICATION BADGES

SHALER AREA SCHOOL DISTRICT

ADOPTED: December 13, 2006

REVISED:

325.1 IDENTIFICATION BADGES

Full-Time and Part-Time Employees

All regular full- and part-time employees shall be issued picture ID badges by the District. Employees who work in or who visit schools during the course of their jobs are required to wear ID badges in a visible location while in the school.

When an employee resigns, retires, or otherwise terminates employment with the School system, he or she must surrender the ID badge to his or her principal. Upon receipt of the surrendered ID badge, the principal shall forward it to the Office of Human Resources for destruction. If a terminating employee fails to surrender his or her ID badge, the principal shall notify the Office of Human Resources of this fact.

If a badge is lost, the employee to whom it is assigned shall complete a "Request for Replacement/New ID Badge" form and submit to the Supervisor of Buildings and Grounds in order to receive a replacement. An administrative fee to cover the badge replacement cost may be charged to the employee. Until the badge is replaced, the employee must sign in and secure a visitor's badge upon entering a school facility.

Substitutes, Interns, and Hourly Employees

Substitutes, interns, and hourly employees shall be issued temporary ID badges at their work sites. These badges should be worn in a visible place at all times that the employee is in a duty status. Upon the end of the substitute or hourly assignment, the temporary ID badge must be surrendered to the school office.

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

1. 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;
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 card lost, stolen, or damaged due to circumstances beyond the employee's control will be replaced by the District 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 Buildings and Grounds Office;
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, non-renewal, non-extension, or termination.