

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF EDUCATION SERVICES
Policies and Procedures**

EMPLOYEE IDENTIFICATION BADGES

Effective Date: October 21, 2001

Original Effective Date: October 21, 2001

Reference:

Purpose:

To allow for the identification of the Office of Education Services (OES) school personnel when on the property of any of the school grounds.

Policy:

Safety and security of students, faculty and staff is the responsibility of the Schools for the Deaf and Governor Morehead School. The most effective campus security is the recognition of authorized and unauthorized persons on our grounds and within our buildings. The employee photo identification badge system is an important part of the schools safety/security program. The photo ID badges in conjunction with the visitor policy assist in identification of those who do not belong on our premises. **The OES policy requires all department employees to wear their photo identification badge when on school property.**

Procedures:

The Human Resource Manager is responsible for managing the security, issuance, and replacement of identification badges.

Issuance of photo identification badges shall occur at the time of employment and at no charge to the employee.

Lost, stolen or otherwise misplaced Identification badges:

- a. Any of the above must be reported to the Human Resource Manager upon occurrence for issuance of a new badge
- b. The Human Resource Manager has the discretion to charge staff a maximum replacement badge fee of \$5.00 for lost, stolen, misplaced, or damaged identification badges.
- c. If the Human Resources Manager determines that assessing the \$5.00 fee is appropriate, the staff member pays the school Business Office. The staff member presents the receipt (from the Business Office) to the HR Manager who authorizes the issuance of a new badge.

Identification badges shall not be altered in any manner that would obstruct the employee picture and name.

The identification badges shall be worn so that it is completely visible and located between the employee's shoulder and chest. The identification badge may be clipped to clothing or worn on a breakaway neck chain.