

---

# **Employee Identification Badge Procedure (PER-P012)**

Milford Public School District

---

## **1.0 SCOPE:**

- 1.1 This procedure describes the process and guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the Milford Public Schools in any official capacity in an effort to provide a safe and secure workplace for all employees and students.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

*Authorized Signature on File 1-18-13*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **2.0 RESPONSIBILITY:**

- 2.1 Director of Human Resources
- 2.2 Milford Board of Education Supervisors/Designees

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Director of Human Resources

## **4.0 DEFINITIONS:**

- 4.1 Employee: For the purpose of this procedure, employee shall refer to full-time, part-time and seasonal staff members, including interns and substitutes.
- 4.2 Employee ID Badge/IDs: The official Milford Public Schools identification badge is for all employees. The ID badges will identify employee's name and department. Some ID badges may have other purposes that includes, but are not limited to, copier log-in and access to certain work location areas.
- 4.3 Official Capacity: Includes any time while on Milford Public Schools property as well as any business where the employee is representing the Milford Public Schools. This also includes wearing the ID badge while operating any vehicle owned or leased by the City of Milford.

## **5.0 PROCEDURE:**

- 5.1 The procedures described herein are intended to provide for the safety and security of Milford Public Schools staff and its students. All employees are expected to fully comply with all provisions of this procedure. Any employee who is found to be in violation of this procedure may be subject to disciplinary action.
- 5.2 All employees of the Milford Public Schools will be issued a photo identification card. The Human Resource Department will be responsible for authorizing the issuance of the proximity reader ID card to each employee.
- 5.3 The Human Resources Department will provide all new staff members with a copy of this procedure at the time of new employee orientation/hire. The procedure can also be found on the Milford Public Schools website under the Human Resources tab.

---

## **Employee Identification Badge Procedure (PER-P012)**

Milford Public School District

---

- 5.4 All employees are required to wear the ID badge while in any Milford Public Schools work area during official capacity as well as off-site while conducting business as a Milford Public School employee. ID badges are to be prominently worn so the photo is clearly visible to others.
- 5.5 The ID is to be worn between the shoulders and waist on a lanyard or clip, which will be provided to the employee. The ID shall not be defaced or altered with pins, stickers, decals, etc.
- 5.6 Employees are responsible for safeguarding their own ID. Any lost or damaged ID badge is to be reported immediately to the employee's supervisor/designee. The supervisor/designee is responsible for reporting the lost or damaged ID to the Human Resource Department.
- 5.7 In an event that an employee forgets their ID, the employee must notify their supervisor/designee at the start of the work shift. The supervisor/designee will issue a temporary ID for the shift, valid for that day only.
- 5.8 Employees will be issued one ID badge. Employee ID badges will contain a proximity reader. The reader will be activated upon initial issuance of the card by the Maintenance Department.
- 5.9 Supervisors/designees are to report lost or damaged IDs to the Human Resource Department immediately. After notifying the supervisor/designee, the employee is to complete an Employee Identification Badge Request Form (PER-F056) and send the completed form to Human Resource Department the same day.
- 5.10 New IDs will be issued at no cost to employees who receive a transfer, promotion, demotion, etc. to a different department – ONLY IF REQUIRED.
- 5.11 IDs that are replaced due to normal wear and tear will not be assessed a charge. Employee must send in old ID to the Human Resource Department.
- 5.12 A fee of \$20 will be assessed to replace all lost, stolen or damaged badges. Checks or money orders made payable to "Milford Public Schools" are the only acceptable methods of payment.
- 5.13 Any lost ID that is found should be turned in to Milford Public Schools, 70 West River Street, Milford, CT 06460, Attn: Human Resources.
- 5.14 Upon termination or retirement, an employee must turn in their ID to their supervisor/designee. The supervisor/designee is then required to send the ID to the Human Resource Department with the completed Payroll Action Request Form (PER-F004).
- 5.15 Upon suspension from work, an employee must turn in their ID to their supervisor/designee pending return to work.
- 5.16 All employees will:
  - 5.16.1 Not lend their ID to anyone.
  - 5.16.2 Not allow unauthorized individuals into any secure area.

---

## **Employee Identification Badge Procedure (PER-P012)**

Milford Public School District

---

- 5.16.3 Not leave ID on dash of vehicle or other locations where exposed to extreme temperatures.
- 5.16.4 Not fold, bend, pry open or mutilate their ID.
- 5.16.5 Not use their ID improperly.
- 5.16.6 Not leave their ID unattended.
- 5.16.7 Immediately notify their supervisor/designee if their ID is no longer in their possession.
- 5.16.8 Immediately notify their supervisor/designee of any difficulties or problems with any ID.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Payroll Action Request form PER-F004
- 6.2 Employee Identification Badge Procedure Acknowledgement form PER-F055
- 6.3 Employee Identification Badge Request form PER-F056

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Payroll Action Request PER-F004	Human Resources files	99 years	Shred	Locked office
Employee ID Badge Request PER-F056	Human Resources file	99 years	Shred	Locked office
Employee ID Badge Procedure Acknowledgement PER-F055	Human Resources files	99 years	Shred	Locked office

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
1/14/2013	A	Initial Release

\* \* \* E n d o f p r o c e d u r e \* \* \*