Employee Identification

Employee Identification Badges

I. All full-time and part-time employees, and Retirement Opportunity Program (ROP) retirees who work in or regularly visit schools, other School Division facilities, or perform transportation duties and responsibilities in the course of business, are required to wear a photo-identification badge issued by an appropriate official of the School Division. This applies to all after-hours events as well, but only when the employee is acting as a representative of the school, such as taking tickets, security, chaperone, etc.

II. All temporary employees are required to wear an appropriately issued date-sensitive, impermanent identification badge while working in a School Division facility or performing school transportation services. Temporary badges shall be issued by the Temporary Employment Office in the Department of Human Resources.

III. While on duty at their assigned location or performing duties in a School Division facility, employees shall wear their identification badge suspended from a lanyard around their neck or clipped onto clothing where it is visible. The badge shall be easily visible to students, staff, and visitors void of distractions or interference at all times.

IV. If an identification badge is lost, the affected employee shall report the loss as soon as possible to the appropriate administrator of their assigned location who shall then notify the Office of Risk Management and Security Services to issue a replacement badge. Until such time as a replacement badge is issued, the employee will be required to secure a date-sensitive identification badge or a visitor’s badge upon entering School Division property.

V. The Department of Human Resources shall be responsible for preparing and issuing identification badges to all new hires, with the exception of Office of Transportation Services personnel. The Office of Risk Management and Security Services shall issue all replacement identification badges, with the appropriate supervisor’s request, and shall issue all identification badges for staff in the Kelly Leadership Center.

VI. The Office of Transportation Services shall be responsible for preparing and issuing identification badges to newly appointed bus drivers, attendants, and substitute bus drivers and attendants upon completion of their training programs. The Office of Risk Management and Security Services shall issue all replacement identification badges, with the appropriate supervisor’s request.
VII. When an employee resigns, retires, or otherwise terminates employment with the School Division, the employee shall surrender the identification badge to the appropriate administrator at their assigned location. Upon receipt of a surrendered badge, the administrator or principal shall forward the badge to the Director of Risk Management and Security Services who shall be responsible for destroying the badge. The administrator or principal shall pursue collection of the identification badge in cases where an employee terminated employment without surrendering the identification badge.

VIII. As an additional measure, a reminder flyer and a postage-paid envelope addressed to the Office of Risk Management and Security Services shall be mailed in the exit packet sent from the Department of Human Resources to all employees who retire, resign, or are terminated. The identification badge may be placed in the envelope and mailed directly to the Office of Risk Management and Security Services. Retiring employees who will be participating in the Retirement Opportunity Program (ROP) must surrender their employee identification badge and shall receive a specially designed ROP identification badge. Upon completion of the ROP, the employee shall surrender the ROP identification badge to the appropriate administrator. The Department of Human Resources shall provide the Office of Risk Management and Security Services with a list of authorized ROP retirees who shall receive the ROP identification badges.

IX. The Department of Human Resources shall be responsible for maintaining an up-to-date list of individuals who are required to wear photo or date-sensitive identification badges.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.