

CLOVIS UNIFIED SCHOOL DISTRICT

PERSONNEL

Certificated, Classified, and Administrative and Supervisory

EMPLOYEE IDENTIFICATION BADGES

One of the purposes of implementing the required photo ID badge is to assist in providing a safe educational environment for all students and staff. Photo ID badges provide a means to quickly identify all staff and other authorized persons on District property.

A. Procedures

The Human Resources Department shall be responsible for producing an individual photo identification badge for each certificated and classified employee in the District. All employee identification badges must be approved by the Associate Superintendent of Human Resources or designee. Further, the Human Resources Department shall produce sets of substitute, visitor, contractor, and volunteer non-photo identification badges for temporary use at each school/facility site.

Upon employment or assignment to any District work site, all certificated and classified employees are to acknowledge receipt of their District identification badges and to agree to wear the identification badge at all times while on District property or while acting in the capacity of a District employee.

Photo ID badges shall be worn by all employees and Board members on District premises and at all school functions. The purpose of the photo is to provide an immediate, visual verification of the wearer's identity. The front of the ID badge shall have a color photo of the employee and the typed name and location or department of the employee to whom the badge is issued. Stickers, pins, or other items that would obstruct the view of the information should not be placed on the badge.

The Human Resources Department, at the time the employee is hired, will issue identification badges when hiring paperwork is completed. The employee will have his/her choice of displaying the ID badge with the use of a clip or a lanyard.

There will be no cost to employees for the first photo ID badge. Additional badges or replacement badges are available to all employees at a cost of \$5.00 per badge.

While acting in the capacity of a District employee, the badge is to be displayed at all times on the front of the employee's clothing. Employees must take precautions to prevent loss or theft of ID badges. In the hands of an unauthorized person, these badges have the potential of bringing serious discredit and adverse publicity to the District.

B. Additional Badges

If an employee changes his/her last name, a replacement badge will be issued at no cost to the employee. The employee must contact the Human Resources Department to obtain a replacement

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badge.

If the ID badge is lost, stolen or damaged, the following procedure is to be followed: The employee will contact the Human Resources Department to have another photo ID badge processed and make payment in the amount of \$5.00 (cash) at the time the replacement badge is issued.

C. Separation from the District

Upon separation, layoff and/or non-work status from the District, all employees are required to return their badges to the school site supervisor/designee or the Human Resources Department. The school site supervisor/designee shall forward ID badges recovered to the Human Resources Department for destruction.

D. Responsibilities

It is the responsibility of the employee's supervisor/manager to ensure badges are being worn at all times while the employee is on duty, on District property, or at District sponsored functions.

1. All supervisors/managers/designees have the responsibility for the following:
 - a. Ensuring that employees under their supervision are issued an ID badge and wear their badges properly at all times.
 - b. Collecting ID badges from employees on their last workday for intermittent employees, employees who resign, retire, or are placed in a non-work status; and for sending the recovered badges to the Human Resources Department for destruction.
2. All employees,-and other persons issued ID badges are responsible for:
 - a. Safeguarding their ID badges.
 - b. Wearing their ID badges properly at all times during work hours.
 - c. Promptly reporting loss of their ID badges to their supervisors.
 - d. Returning their ID badges to their supervisor/manager/designee when placed in a non-work status or upon termination of employment.

All persons shall wear ID badges while on District property or acting in the capacity of a District employee. All ID badges shall be worn with an approved clip fastened to either an item of clothing or to an approved lanyard worn around the neck.

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E. Badge Display Guidelines

Badges should be readily visible to employees monitoring entrances to District property. Coats or other clothing should not obscure badges.

Substitutes, visitors, volunteers, contractors, vendors, and other authorized persons shall return badges when leaving District premises.

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