



NEBO SCHOOL DISTRICT ADMINISTRATIVE DIRECTIVE

Directive
No.
5.4

SECTION: PERSONNEL
TITLE: IDENTIFICATION BADGES
DATE: JANUARY 2004

1. Purpose

To establish guidelines and procedures governing the issuance and display of identification badges in Nebo School District.

2. General Statement

Nebo School District recognizes the importance of having a safe and secure environment for its students and employees. Being able to easily determine whether an individual is in a school or other district facility legitimately is one aspect of providing such an environment. Accordingly, all employees of Nebo School District and other individuals, as described herein, shall be provided with and are required to wear identification badges.

3. Program Administration

The identification badge program will be administered under the direction of the Human Resources Department of Nebo School District.

4. Employee Identification Badges

- A. All employees in Nebo School District are required to wear authorized picture identification badges ("Employee ID Badges") during their working hours (regular work day and extracurricular activities). A standard identification style will be used on all Employee ID Badges. District departments and schools will not create or use any other identification badge for its employees.
- B. The Employee ID Badge will include the following:
 - District Name (Front)
 - Employee's Picture (Front)
 - School or Facility Name (Front)
 - Employee's Name (Front)
 - Employee's Job Title (Front)
 - Issue Date (Front)
 - Bar Code and Other Information as determined by the District (Back)
- C. Employee ID Badges are the property of and are owned by Nebo School District.
- D. An employee must surrender his/her Employee ID Badge to the Human Resources Department when he/she resigns, retires, or otherwise terminates employment with Nebo School District, or is granted an approval of leave of absence that is expected to be longer than twelve (12) weeks.

- E. If an employee works only during the school year, Employee ID Badges will be returned to the supervisor or principal at the school or district facility at the end of the school year, and will be returned to employees when they return to work at the beginning of the next school year. Employees working during the summer will retain their Employee ID Badges.
- F. Employees shall surrender their Employee ID Badges to their supervisor or principal when leaving the school or department for transfer to another school or department.
- G. When obtaining the Employee ID Badge, the employee will be asked to show current picture identification and have his/her picture taken.
- H. If an employee loses his/her Employee ID Badge, the employee shall report the loss as soon as possible to his/her supervisor or principal immediately, as a replacement Employee ID Badge must be obtained within five (5) working days. The supervisor or principal will notify the Human Resources Department to request a replacement badge. The employee must make an appointment with the Human Resources Department to obtain the replacement badge. For lost Employee ID Badges, the employee is required to pay a fee of Five and 00/100 Dollars (\$5.00) for a replacement badge. Until such time as a replacement badge is issued, the employee will be required to secure a Substitute ID Badge upon entering the school or district facility.
- I. If an employee needs to change his/her name on the Employee ID Badge due to a recent marriage or legal name change, the employee shall notify his/her supervisor or principal. The supervisor or principal will notify the Human Resources Department to request a replacement badge. The employee must make an appointment with the Human Resources Department to obtain the replacement badge. There is no charge to the employee for a replacement Employee ID Badge due to a name change.

5. Substitute Identification Badges

- A. Identification badges for substitute teachers and other substitute workers (“Substitute ID Badges”) will be printed for each school and other district facilities, as needed. These Substitute ID Badges will be similar in format to the Employee ID Badges, but without individualized information. The Substitute ID Badges will contain the district name, school or facility name, and the word “Substitute.” These badges will also be numbered for each school and district facility.
- B. Substitute teachers and workers shall be required to report to the main office of the school or district facility, show current photo identification, verify their assignment, and complete the Substitute Log. The Substitute Log shall include the substitute’s name, date and time of entry, destination, assignment, and time of exit. Upon approval by appropriate personnel, the substitute will be issued a numbered Substitute ID Badge which shall also be recorded in the log. Upon completion of assignment at the school or district facility, the substitute shall report to the main office to sign the log and turn in the Substitute ID Badge before exiting the school or facility.

6. Visitor Identification Badges

- A. Identification badges for volunteers and visitors (“Visitor ID Badges”) will be printed for each school and other district facilities, as needed. These Visitor ID Badges will be similar in format to the Employee ID Badges, but without individualized information. The Visitor ID Badges will contain the district name, school or facility name, and the word “Visitor.” These badges will also be numbered for each school and district facility.

- B. Volunteers and visitors shall be required to report to the main office of the school or district facility, show current photo identification, state the nature of their visit at the school or district facility, and complete the Volunteer/Visitor Log. The Volunteer/Visitor Log shall include the individual's name, date and time of entry, destination, reason for the visit, and time of exit. Upon approval by appropriate personnel, the individual will be issued a numbered Visitor ID Badge which shall also be recorded in the log. Upon completion of business at the school or district facility, the visitor shall report to the main office to sign the log and turn in the Visitor ID Badge before exiting the school or facility.

7. Display of Identification Badges

Employees and other individuals required to wear an identification badge will be provided a “break-away” lanyard, an “alligator” clip, and a plastic pouch to display their badge. Employees and other required individuals shall wear the identification badge on the front of the body, above the waist, in a safe and readily visible location.

8. Additional Guidelines and Procedures

Additional guidelines and procedures may be adopted from time to time by the Superintendent or the Human Resources Department to implement and govern the identification badge program at Nebo School District.