



Rome City Schools Employee ID Badge Information

ID BADGE INFORMATION:

- 1) All employees will be issued and must wear identification badges provided by Rome City Schools. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names, position, and department to be seen. This badge also provides location access to areas through keyless entry.
- 2) All new employees will have their ID cards processed through Rome City Schools Board of Education (once appropriate paper work is completed).
- 3) Employees will be issued one ID badge, one plastic badge holder, and one lanyard. Additional or replacement plastic badge holders and lanyards can be purchased at office supply stores.
- 4) Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported to the employee's supervisor, who is responsible for reporting the lost or damaged ID to the Central Office. **It is extremely important that lost IDs are reported immediately for deactivation.**
- 5) New IDs will be issued at no cost to employees who receive a transfer, promotion, demotion, etc. to a different department/location or if a card becomes unusable without any physical damages present.
- 6) A fee of \$10 will be charged to replace all lost, stolen or damaged IDs for replacement. Checks should be made payable to "Rome City Schools" and sent with an ID Badge Request Form via courier to Kris Wilder at the Central Office.
- 7) Upon termination or retirement, an employee must turn in their ID to their supervisor.

IDENTIFICATION CARD HOLDER RESPONSIBILITIES:

- 1) Do not lend your ID to anyone.
- 2) Do not allow unauthorized individuals into any secure area.
- 3) Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures. This will cause damage to the activation chip, and a \$10 fee will be assessed to replace the ID.
- 4) Do not fold, bend, pry open, or mutilate your ID. This will cause damage, and a \$10 fee will be assessed to replace the ID.
- 5) Do not use your ID improperly.
- 6) Do not leave your ID unattended.
- 7) Immediately notify your supervisor if your ID is no longer in your possession.



Rome City Schools Employee ID Badge Request Form

Name_____

Date_____

Department/School_____

Job Title_____

Employment Status (FT, PT, Contractual) _____

New Hire - YES____NO____

Type of card:

- ☐ New
- ☐ Replacement

Reason for replacement:

- ☐ Lost/Stolen \$10
- ☐ Damaged/Broken \$10
- ☐ Location change \$0
- ☐ Job title change \$0
- ☐ Name change \$0
- ☐ Unusable/Not Scanning \$0

I am aware that replacement of a lost, stolen or damaged ID is subject to a fee of \$10. Any replacement due to a job title change, department change and name change will not be assessed a fee. Upon termination, retirement or suspension, all IDs must be turned into your supervisor.

Signature_____

Date_____

All checks should be made payable to **Rome City Schools**. Payment and form must be sent via courier to the Central Office.

Payment received:

- ☐ Check
- ☐ Cash