

## **Staff Identification Badges**

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from Human Resources, the building administrator, or immediate supervisor. A temporary badge must be returned at the end of that day. The loss of a permanent badge shall be immediately reported to Human Resources which will issue a replacement badge at a cost to the employee of \$\_\_\_\_\_. Badges remain the property of USD \_378\_\_\_ and shall be returned to Human Resources at the time of resignation, retirement or termination.

Failure to wear the badge as required may subject the employee to disciplinary procedures as specified in employee handbooks or the negotiated agreement, as applicable.

Adopted: February 19, 2007; 3/9/2009