

	<b>ABERDEEN SCHOOL DISTRICT</b>	<b>NEPN Code: ECABA-R</b>
	<b>POLICIES AND REGULATIONS</b>	

### **Identification Cards Guidelines**

The Technology Department will prepare and issue plastic photo identification cards for all district employees. The front of the card will contain a picture of the employee, the employee's name (e.g., Ms. Jones, Mr. Smith, Dr. Brown), assignment (e.g., teacher, substitute teacher, principal, EA, Admin Asst, etc.) and the district logo. The word "ACTIVITY" will also be printed on the cards of those staff members who are eligible for employee benefits. All cards are to be worn on the person's upper torso in a safe, highly visible, non-offensive location.

The identification card is the property of the school district and must be returned to the Human Resources office upon resignation, termination, or retirement. Employees are prohibited from loaning their ID card to other staff, family members, or unauthorized individuals.

Cards will be replaced approximately every three years at no cost to the employee. Excessively worn or damaged cards or cards needing name/assignment changes will be replaced at no charge. Chip enabled identification cards are used to gain access to the premises. Fobs may also be issued in addition to an identification card to gain access to the premises. Lost or stolen cards or fobs should be immediately reported to a supervisor. A new card will be issued at a cost to the employee of \$5.00. Identification Cards/fobs will grant access to areas to fulfill the functions of their job. All other access shall be obtained from the main entrance.

If an employee reports to work without an authorized photo identification card, he/she will be issued a temporary card. Successive days without an identification card will require the employee to purchase a replacement card. Personnel who refuse to wear photo identification will be subject to disciplinary action.

Temporary cards will be available at each building's office and will be worn by volunteers and visitors. Temporary cards must be kept in a secure place at each site and distributed by the facility administrator or his/her designee. These cards are not to be left on any desk or counter where they can be accessed by anyone coming into the facility. A temporary staff member, visitor and volunteer who is expected to work more than two (2) weeks may, at the request of the building administrator, obtain a photo identification card. Cards/fobs that grant door access will be issued to full time employees, long-term subs, or vendors with special permission.

All visitors and volunteers will be required to report to the building's office to record arrival and departure time when the identification card is returned. Completed arrival/departure sheets should be retained at each site for one full year and then discarded.

When there are groups attending family events/performances in the school/facility (music programs, Grandparents' Day, etc.), those attending shall not be required to obtain an identification card nor designate arrival/departure times.

Individuals in the school/facility without the appropriate identification card will be escorted to the main office to obtain a temporary card or the main office will be notified by phone or intercom that an individual is coming to the office to obtain an identification card.

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