

Adopted: November 19, 2001
Revised: June 3, 2002
Last Reviewed: February 20, 2015

District 77 Policy 465

465 EMPLOYEE IDENTIFICATION BADGES

I. PURPOSE

The purpose of this policy is to provide guidelines for the issuance and display of employee identification badges.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes the importance of a safe and secure learning environment for its students and staff. Being able to easily determine whether an individual is in a building legitimately is one aspect of providing such an environment. Therefore, all employees of the Mankato Area Public Schools shall be provided with and are required to wear a picture identification badge.

III. REQUIREMENT

- A. Employees are required to wear their picture identification badge in a safe, highly visible, non-offensive location whenever on school board property in their capacity as an employee of the District.
- B. All employee identification badges are the property of the District and must be returned to the building principal upon resignation, termination or retirement.
- C. Employees are required to report the loss or theft of their identification badge to the Office of Human Resources as soon as possible during normal business hours. Lost or stolen identification badges will be replaced at a cost to the employee of \$10.
- D. The Superintendent shall develop appropriate forms and procedures to implement this policy.

Legal References: None

Cross References: District 77 Policy 805 (Building Access)