

Garfield Re-2 SCHOOLS EMPLOYEE IDENTIFICATION BADGE POLICY

The Garfield Re-2 School District strives for excellence as well as safety. As such, to help ensure the safety and security of students and employees, all Garfield Re-2 School employees are required to visibly display their Garfield Re-2 ID badge on their person while working on any Garfield Re-2 School property. (Note: ID badges are not required to be displayed in a nonworking event on campus, e.g. if an employee is merely attending a play, a sports event, etc.)

Employee identification badges that are prominently displayed while at work provide an added sense of security that individuals in the schools and on property are authorized to be there.

In addition, contractors and their employees whose work takes them on Garfield Re-2 School property must display identification including their name and the company they work for.

Employee Identification Badge Procedure

As a crucial part of our district's safety and security, a Garfield Re-2 School identification (ID) badge with the employee's name, photo, school, and department in which the employee works, will be issued to all employees.

A. PROCEDURES

1. All employees are required to wear a Garfield Re-2 School ID badge in plain view while on Garfield Re-2 Schools property except as noted in policy.
2. Employees will wear their ID badge when hosting or appearing at Garfield Re-2 School functions or events. Employees may wear their ID badge while conducting official business in the community, at their discretion.
3. The ID badge may be used only by the individual to whom it was issued.
EMPLOYEES WILL NOT LOAN THEIR BADGE TO ANYONE ELSE FOR ANY REASON
4. The Garfield Re-2 ID badge is property of Garfield Re-2 Schools and will be surrendered immediately to the employee's supervisor upon termination or when requested.
5. Garfield Re-2 will purchase the employee's first ID.
6. A lost, stolen, or misplaced ID badge is to be immediately reported to the employee's supervisor. A replacement ID badge will be issued to the employee. ~~for a fee.~~
7. If an employee transfers from one department or school to another or an employee's name changes, a replacement badge will be re-issued at no cost to the employee. An ID damaged through normal wear and tear will be replaced at no cost to the employee.
8. Contractors and their employees whose work will take them onto Garfield Re-2 property must display identification including their name, photo, and the company they work for.
9. ID badges provide a visible means of identification for Garfield Re-2 employees and helps us know who belongs in a non-public work area and who does not.

Garfield Re-2 employees observing people on property without ID will, at their discretion:

- a. Approach the person to determine their status, or Approved

- b. Immediately report the person to a supervisor, or
- c. If you feel it is an emergency situation, request emergency services personnel (call 911)

Adopted: June 4, 2019

Garfield School District No. Re-2