

STAFF IDENTIFICATION CARDS

As part of Colorado Springs School District 11's (the District) endeavor to keep schools safe and secure staff identification cards are issued to District personnel. The following procedures have been implemented regarding the issuance of staff identification cards, replacement of lost or stolen cards, checkout procedures when an employee leaves the District, and periodic replacement of staff identification cards.

Issuance and Replacement of Staff Identification Cards

1. All employees will be issued a staff identification card upon being hired at no cost to the employee. Employees will be sent to the Security Department where they will be photographed. New employees must have their employee identification number when photographed.
2. Lost staff Identification cards must be reported to the Security Department at phone number 520-2287. Once the lost card is reported the employee can go to Production Printing and have a new staff identification card reissued at the employee's expense.
3. Stolen staff identification cards must be reported to the Security Department at phone number 520-2287. In the case of a stolen card, the employee will be issued a replacement card at no cost by going to Production Printing
4. Damaged or faded ID cards will be replaced at no cost to the employee by calling the Security Department at 520-2287.
5. When an employee's name changes, the employee should make the appropriate change with the Human Resources Department. Once this is completed a new identification card will be issued at no cost to the employee. The employee must go to Production Printing to have a new card printed.

Staff Identification Cards and Employee Exit

When a District employee terminates employment the staff identification card must be collected by the employee's supervisor and shredded. This action must be notated in the comment section of the Employee Exit Checklist item #4. (See Exhibit GBM-E)

Replacement Cycle for Staff Identification Cards

All staff identification cards will be replaced at least every 5 years at the District's expense.

Adopted November 9, 2016
Reviewed September 11, 2019

CROSS REFS.: GBM, Staff Identification Cards
GBM-E, Employee Exit Checklist, Exhibit to Policy GBM, Staff
Identification Cards