

SALEM SCHOOL DISTRICT
Salem, Connecticut

PERSONNEL – CERTIFIED / NON-CERTIFIED

EMPLOYEE SAFETY

Employee Identification Badge System

Staff members issued an identification badge will be subject to the following requirements:

1. Identification badges are the property of the district for use by employees. Any employee who duplicates or lends his/her identification badge will be subject to disciplinary action;
2. All identification badges are to be worn in plain sight (at or above the waist and in clear view at all times during the regular school day) when the employee is engaged in the performance of District duties while on District property;
3. Under no circumstance may an employee permit their identification badge to be used by another person;
4. In the event that an identification badge is lost or stolen the District will provide a replacement badge at no cost to the employee. The staff member is responsible for contacting the Executive Assistant to the Superintendent immediately to request a replacement badge;
5. Employees who repeatedly report to work without their identification badges, or refuse to wear the badge, will be subject to disciplinary action;
6. Identification badge requests must be made directly to the Executive Assistant to the Superintendent; and
7. The appropriate administrator will be responsible for collecting staff identification badges at the end of each school year and upon employee resignation, non-renewal or termination.

Any employee who observes someone who is not wearing a District issued identification badge is required to confront that individual or immediately report this circumstance to the Greeter/Receptionist or a member of the District/School administration.

Anyone who terminates his/her employment with the District is to immediately return his/her identification badge to the Executive Assistant to the Superintendent.

Identification badges will be issued to substitute teachers daily upon their sign in each day. These badges will be collected at the end of the school day. Interns and other long-term personnel will be issued an identification badge at the beginning of their service and collected upon the completion of their assignment.

(cf. 3517.1 - Site and Building Access)

Procedures 1st Reading: April 1, 2013

Procedures Adopted: May 6, 2013

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