San Bernardino County Superintendent of Schools
Procedure 4012.3

EMPLOYEE IDENTIFICATION BADGES

For purposes of identification, safety and security, all San Bernardino County Superintendent of Schools employees are issued a photo identification badge/proxy card. Additional staff as authorized by the Branch lead and approved by the Assistant Superintendent, Business Services shall be issued a photo identification badge/proxy card.

A photo identification badge will be issued to all SBCSS substitutes, interns, student workers and short term consultants. Safety and security throughout the workplace is enhanced by the following procedures:

1. The employee photo identification badge/proxy card is issued by Human Resources as part of the employment process.
2. Access to SBCSS facilities will be assigned to the photo identification badge/proxy card as authorized by Procedure 3513 - OFFICE HOURS AND BUILDING SECURITY.
3. While employees are on duty, it is mandatory that they wear their photo identification badge so that the badge is physically displayed at all times.
4. Substitute, interns, student workers and short term consultant employees must obtain a temporary badge when they report for duty.
5. The photo identification badge is the property of the County Superintendent and must be returned upon resignation, retirement or termination of employment.
6. Photo identification badges will be replaced by Human Resources at no charge if lost or damaged, or to change information appearing on the badge, such as name, work location, etc. In order to receive a replacement badge at no charge the employee must return their old photo identification badge (unless lost) to Human Resources.
7. If an employee loses their badge a letter from the employee's supervisor is required in order to obtain a replacement.

Approved: December 12, 2006
Revised: November 30, 2010
Revised: February 07, 2017

Date Approved 2/7/17

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By