

KANAWHA COUNTY SCHOOLS ADMINISTRATIVE REGULATION

Employee Identification Badges

Series: G82A

Reference:

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82.01 Purpose. It is the policy of Kanawha County Schools to provide a safe environment for employees, students and visitors while on the premises and in all buildings owned by Kanawha County Schools. The proper issuance and display of identification (ID) badges and key cards is one way to create a safer environment within Kanawha County Schools.

82.02 Policy. All Kanawha County Schools employees are required to wear their issued ID badges in plain view for others to see while on any Kanawha County Schools' property or in any Kanawha County Schools' building.

82.02.1 ID Badges must be worn above the waist and in the front of the body.

82.02.2 ID Badges are property of Kanawha County Schools and the responsibility of individual employees to safeguard.

82.02.3 ID badges are not to be defaced or duplicated.

82.02.4 ID Badges are not to be loaned or transferred to any other person.

82.02.5 Lost or stolen ID badges must be reported to the Human Resources Department as soon as possible. In the event any ID badge is lost, stolen or destroyed, the employee shall be responsible to pay a reasonable fee to cover the cost of a replacement badge.

82.02.6 ID Badges must be returned to Human Resources when employment is terminated.

82.02.7 Failure on the part of an employee to wear an ID badge or excessive loss or damage can lead to disciplinary action.

82.03 Temporary Staff. Any person employed on a temporary basis will receive and display an ID badge and be subject to this regulation. This includes student teachers.

82.04 Substitute Staff. Any person employed as a substitute will receive and display an ID badge and be subject to this regulation.

82.05 Implementation and Dissemination of Information. This regulation shall be effective immediately upon adoption. All existing employees of Kanawha County Schools shall be e-mailed a copy of this regulation. All newly hired employees shall be given a copy of this regulation.