

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS:
CREDENTIALS AND RECORDS

DBA (R)

EMPLOYEE
IDENTIFICATION
BADGES

All employees shall be issued a photo identification badge at new employee orientation. Employees will be required to wear their badge while on duty and on District property. Classified employees will utilize their badge to record time worked in the District's automated time and attendance software in order to capture accurate information for payroll processing. The initial badge will be issued at no cost to the employee.

BADGE REPLACEMENT

Employees are expected to take precautions to safeguard their ID badges and protect them from damage.

Employees whose badge is lost, stolen, damaged, or who require a name change shall take immediate steps to initiate the replacement of the badge. A minimal replacement fee will be charged for replacing lost or stolen badges in order to cover the supply and labor costs associated with replacing the badge. The cost of the first badge replacement is \$8, however for each subsequent replacement the charge increases to \$15. Replacements for worn or damaged badges and name changes will be processed up to two times per fiscal year at no charge to the employee. However, replacement requests in excess of the two allotted will be subject to the fees previously indicated. Employees must return their old badge in order to be eligible for the allotted free replacements. Name changes will only be processed once the employee has completed the on-line name change request available through the Employee Self Service application found under the "Data Processing Web Applications" on the NEISD intranet. Steps for replacing a badge include:

1. the employee must coordinate with their supervisor to initiate the replacement process;
2. the employee's department/campus shall contact the Payroll Clerk to initiate the badge replacement process;
3. the employee must submit a completed Badge Fee Deduction Authorization form, if replacement fees apply, and/or their old badge to the Payroll Department before a new badge will be issued.

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