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| Employee Identification Badge and Security |
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I. PURPOSE AND SCOPE

This policy provides direction for the use of employee identification (ID) badges, the card entry security system, and the responsibilities surrounding their use. This policy applies to all City of Avondale (City) employees.

II. POLICY STATEMENT

The City believes strongly in promoting the safety of its employees and their assets in the workplace. Most City facilities are equipped with a card entry security system that limits access to employees who have a business reason to enter. Employee ID badges will grant access to facilities to which the employee has access.

A security system is only effective when all employees handle and protect their ID badges properly and management has established, and maintains, proper security access for each employee. Following the provisions and guidelines outlined in this policy will maximize the efficacy of the security system.

III. DEFINITIONS

A. Employee ID badge: The official City ID for all employees. Identification badges contain the employee's name, title, department, photo, and a color bar indicating the status of the employee (i.e., red indicates a full time employee, blue indicates a volunteer, orange indicates an employee that is within their probationary period, green indicates a contractor, and pink indicates a temporary employee).

IV. POLICY PROVISIONS

A. The employee ID badge may grant access to areas other than work areas assigned as authorized by your Supervisor. In this event, an employee who works for the City shall comply with the ID badge procedure of identifying themselves and stating their purpose when entering departments other than those they are assigned during normal business hours.

B. Each department director will be responsible for working with the Human Resources Department to establish and set forth the appropriate security access for each employee based on their respective job functions. The possession and proper use of the employee ID badge is the responsibility of the employee and shall be safeguarded at all times.

C. Lost Employee ID Badge Fee

1. In the event of a lost employee ID badge, Human Resources will deactivate it and issue a temporary badge for 24 hours. If the employee locates their badge, Human Resources will reactivate it. If after 24 hours the employee has not located their badge, they must purchase a new one. An administrative fee of \$10.00 will be charged for all lost badges.
 - a. This \$10.00 fee must be paid at the Water Billing office.
 - b. The receipt must be provided to Human Resources before the new badge will be issued.

D. Human Resources Responsibilities

1. The creation and distribution of pictured ID badges. Additionally, generic, non-pictured ID badges are issued to individual departments for temporary usage, as deemed appropriate by the individual departments.
2. Disabling access on badges not in use for longer than 20 consecutive days. Upon return, the department will enable access as previously granted.
3. Maintain records of all personnel receiving ID cards within the ID Credential System.
4. Ensure the proper disposal of ID cards of terminated employees.
5. Final sign off responsibilities on all authorization requests.
6. All information, including photos, will remain secure within the department and will not be released or copied for reasons other than the production of an ID badge. In special circumstances, such as for workplace security or work related purposes, access to photos may be granted. In such cases, access must be approved by the Human Resources Director.

E. Supervisor/Manager Responsibilities

1. Ensure that lost, stolen, or misplaced ID cards are immediately reported to the Human Resources Department.
2. When an individual terminates employment, or otherwise ends their assignment with the City, collect the individual's ID badge and return it to the Human Resources Department.

3. In cases where an individual is put on administrative leave or suspension, notify the Human Resources Department to disable the individual's ID Badge.

F. Employee Responsibilities

1. Do NOT lend your employee ID badge to anyone.
2. Do NOT allow unauthorized individuals into any secure area (e.g., visitors, former employees, etc.).
3. Do NOT hold or prop doors open.
4. Do NOT leave doors open after you leave.
5. Do NOT fold, bend, pry open, or mutilate your employee ID badge.
6. Notify your manager if your employee ID badge is no longer in your possession.

V. APPROVAL



Charles McClendon, City Manager

September 4, 2013
Date of City Manager's Approval