



ADMINISTRATIVE PROCEDURES

SUBJECT: Employee Identification Badges
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Background:

In providing for safe learning and working environments for its students and staff, the Lambton Kent District School Board believes that all adults working, volunteering, or otherwise visiting in schools or other Board premises must be recognized as such by wearing a clearly displayed identification badge.

The badges are a means by which individuals approved to be on school or board premises can be readily identified. Those without the proper identification are also readily identifiable and their purpose for being on school or board premises can be determined.

Human Resources:

To arrange to have pictures taken or obtained which are suitable for the manufacture of the Identification Badge.

To forward the Identification Badge request with picture to the Chatham Regional Centre mail room for processing.

The Identification badge request will include:

- Payroll Number
- Name
- Department
- Immediate Supervisor
- Originator

Chatham Mail Room:

To receive from Human Resources the badge request and picture of employee and to utilize that picture to produce an Identification Badge.

To forward the finished Identification Badge to the immediate supervisor indicated on the badge order.

To catalogue and file the identification badge picture for access in the event a replacement badge is required.

Principal or Supervisors:

To ensure that each permanent staff member is provided with and clearly displays a standard LKDSB photo identification badge while on school or board premises or while attending an LKDSB-sponsored activity.

To determine at the site whether badges are to be worn as a clip-on or otherwise with a lanyard of break-away type, as approved and supplied by the Principal or Supervisor.

To ensure that sufficient numbers of generic staff identification badges are available for occasional staff use as needed.

To ensure that staff members, upon attending at a site without their personal ID badge, obtain a visitor badge for temporary use.

To ensure that access to a site for contractors wishing to perform work is granted only to those wearing a photo identification badge issued by Building Services.

To ensure that all visitors authorized to be on school or board premises obtain and wear a visitor's badge.

Employees:

To wear the approved Identification badge at all times while on Board property or at Board events.

To surrender the Identification badge to their immediate supervisor, when leaving the employ of the Board.

Occasional/Supply Employees:

Standard occasional staff badges will be provided to each work site to supply each occasional staff member attending the worksite.

To obtain from the school office or immediate supervisor an occasional staff identification badge upon arrival to the work site.

To surrender the temporary badge at the conclusion of the work period for the day.

Visitor Badges:

Each worksite will be provided with sufficient visitor badges to provide to visitors once approved for entry to the worksite.

The work site is responsible to ensure that visitors are approved, signed in and issued an approved visitor badge.

The worksite is responsible for the return of the visitor badge when the visitor signs out.

Outside contractor Badges:

Outside contractor Badges are supplied under the Contracted Service Program – A- OP -434-04.

Replacement Badges:

Replacement badges are to be approved through Human Resources.

Human Resources will issue an Identification Badge order to the Chatham Mail Room.

The Chatham mail Room staff will produce and distribute replacement badges to the immediate supervisor as indicated on the Identification Badge order.

Job Titles:

Generic Job titles will be used.

Implementation Date: September 1, 2007

Revised: April 6, 2010

Reference: Board Policy and Regulations Safe Learning Environments