



## **SECTION V: EMPLOYEES**

## **POLICY 5110**

### EMPLOYEE IDENTIFICATION CARD SYSTEM

In order to provide quick and accurate identification of school district employees, particularly when those individuals are working in buildings and/or sites different from a primary assignment area, there is a need to use an employee identification card system. The card system is also needed to assist parents and other visitors to school locations in identifying school employees. In certain locations, there is a need for use of the cards for security purposes.

The photo identification card system will serve as an instant identification system for district employees.

Identification cards will be prepared for every school district employee and Board of Education member by the Human Resources Division. Employees shall clearly display the identification card on an outer garment or a lanyard at all times when performing duties for the school system to show identification as a school employee.

A badge system, with appropriate designation, but without photograph, will be utilized for visitors to schools and for substitutes and/or temporary employees.

Identification cards are the property of the school district and are issued to persons only during the time of their employment. Upon termination of employment, the card must be returned to the school district before final salary payment is received. A replacement of a lost card will be provided by the Human Resources Division at a cost of \$5.00 per card.

Source:        *Broken Arrow Board of Education policy adoption, September 3, 1985.*  
                  *Broken Arrow Board of Education policy revised, November 6, 1989.*  
                  *Broken Arrow Board of Education policy revised, July 13, 2009.*