



## **4410.1: EMPLOYEE IDENTIFICATION BADGE**

Each non-student employee of the District will be issued a photo identification badge. Each employee must wear the badge in a clearly visible location on the employee's clothing while on duty or on district property. Identification badges are district property and must not be altered in any way. The District will provide free replacement for damaged badges or change of name. In the event the identification badge is lost or stolen, the loss or theft shall be immediately reported to the employee's principal or supervisor. The employee will be issued a badge to replace the one lost or stolen and the employee shall pay the cost of the replacement badge at the time it is issued.

The employee shall not give or permit a third party to use the badge. If the employee gives or permits a third party to use the badge, it will be confiscated and must be reclaimed by the employee from his/her supervisor. The badge shall be used only by the person whose name and photo appears on the badge. In the event the employee ceases employment with the District, any and all identification badges in the possession of the employee will be surrendered to the employee's immediate supervisor on the last day the employee performs duties on district premises. The supervisor will forward the badge to Human Resources.

### **Admittance to Activities**

The badge will admit the employee and one guest to district school-sponsored activities.

#### **Date of Adoption**

October 7, 1974

#### **Date of Revision**

August 16, 1993

March 4, 2002

November 2, 2009

#### **Reaffirmed**

April 5, 2005

January 23, 2017

### **Related Policies and Rules**

[4410: Employee Identification Badge](#)

### **Legal Reference**

Neb. Rev. Stat. § 79-518