

## **Business and Non-Instructional Operations**

### **ADMINISTRATIVE REGULATIONS ON IDENTIFICATION BADGES**

**3517.1AR**

#### **Replacement Badge**

Employees are expected to wear their security identification badges at all times. If you lose, misplace, or damage your badge or require a replacement ID badge for any other reason, please follow the procedure below:

1. Employee immediately reports to supervisor or designee that his badge has been lost, misplaced, damaged, or other.
2. The supervisor or designee provides the employee with a temporary identification badge to use while the replacement badge is processed. The supervisor or designee is to obtain the original badge from the employee if damaged.
3. The supervisor or designee sends an e-mail to the Human Resources department staff processing new hires with the subject line of the e-mail containing the phrase **“REPLACEMENT BADGE REQUEST”**. If the e-mail does not contain this exact phrase in the subject line, the request for a replacement badge may not be received.
4. The Human Resources department staff will send the replacement badge via interoffice mail to the school’s main office secretary where the employee can turn in the temporary badge and pick up the replacement badge.

Please

note:

The Business Office reserves the right to charge a fee after one (1) replacement badge has been issued.

#### **Terminating Employees**

Any staff member who terminates employment with Fairfield Public Schools shall surrender their employee identification badge to their supervisor or designee at the end of their last date of employment. It is the supervisor’s or designee’s responsibility to collect the badge and destroy it.

**Business and Non-Instructional Operations**

**ADMINISTRATIVE REGULATIONS ON  
IDENTIFICATION BADGES (continued)**

**3517.1AR**

**New Hires**

All new employees will be photographed and badges provided as part of their application and contract acceptance procedure through the Human Resources department. Should a staff member not receive a badge before their first day, the school or department will issue a temporary badge until such time as a new badge is issued.

**Badge Identification Colors**

Red:	Board of Education Members Central Office Employees Multi-site Employees Maintenance Department
Blue:	School Staff and Faculty School Custodial Staff Tutors
Green with Picture:	Interns Long Term Substitutes
Green without Picture:	Student Teachers (who are not interns) Substitutes
TBD:	Yellow

8/27/2004