

KERN COUNTY SUPERINTENDENT OF SCHOOLS

PERSONNEL

EMPLOYEE IDENTIFICATION BADGES

In an effort to ensure KCSOS facilities are safe and secure for all employees, students, and visiting members of the public, Employee Identification (ID) Badges will be utilized to provide additional means to identify authorized staff members on KCSOS premises and worksites.

Human Resources will provide all KCSOS employees, including classified, certificated, management, substitute, and professional experts, an ID badge and a KCSOS lanyard during the new hire process. No charge will be assessed to the new employee for the initial ID badge and lanyard. ID badges shall include the KCSOS logo, the first and last names of the employee, position title, and a current photo of the employee. Employees who have been issued an ID Badge specific to one of the Joint Power Authorities (SISC, FCMAT, or Schools Legal), are permitted to wear those badges in place of the KCSOS ID Badge. Personal lanyards may be utilized but must meet the professional standards of the office. Since opinions of professional standards can differ, administration reserves the right to serve as the final authority.

For each employee's safety and the well-being of all KCSOS employees, each employee must wear their ID badge at all times while on KCSOS property and/or school district property while on duty as a KCSOS employee. An employee's ID badge may only be used by the employee to whom it is issued, and under no circumstances may an employee allow their ID Badge to be used by any other person.

All KCSOS employees must wear their ID badge in plain view at all times while at work by using a lanyard or the clip attached to the badge. An employee who arrives for work without their ID badge will be issued a temporary badge for that day by their supervisor. Disciplinary action may be recommended for employees who continue to arrive to work without their ID badges.

Replacement Badges(s): Human Resources will assist in replacing ID badges for the following reasons:

1. **Misplaced:** In the event an employee has misplaced their badge or it is stolen, the employee must obtain a replacement badge immediately by contacting Human Resources. The replacement fee shall be \$5.00, paid by the employee.
2. **New Photo:** An employee interested in taking a new picture for their ID badge can request one by contacting Human Resources. The issuance fee will be \$5.00, paid by the requesting employee.
3. **Damaged:** Any damaged ID badges can be returned to Human Resources for an exact replacement, which will be provided at no charge.
4. **Replacement:** Every five years, an employee may request a new ID badge with an updated photo at no charge.
5. **Change of Name:** An employee who has changed names must immediately notify Human Resources to obtain a replacement badge, which will be provided at no charge.

Separation from KCSOS: At the time of an employee's separation from employment, all ID badges shall be surrendered to the Human Resources department or the employee's supervisor before departing on the final day.