

Policy 903 Procedures
Employee Badge Replacement
September 2013

The District's badge system is multifunctional and allows staff to:

1. Gain access to the building(s) where they work.
2. Clock in and clock out for their shifts using one of the District's proxy readers (hourly staff).
3. Pay for breakfast or lunch in the District's cafeterias.
4. Check out materials from the District's media centers.

In the event that a staff member loses their badge, they should immediately contact the Human Resources Department so that the badge's access can be disabled. A temporary ID should be obtained from the building office. A seven dollar (\$7) replacement fee will be charged for replacing lost badges.

If a staff member's badge breaks, they should alert the Human Resources Department. There will be no charge for replacing a broken badge. Broken badges need to be turned in when a replacement badge is issued.