

HUMAN RESOURCES

Duties, Responsibilities, and Rights of Employees

Identification Badges

This regulation supersedes Regulation 4215.5.

I. PURPOSE

To establish guidelines and procedures governing the issuance and display of photo-identification badges by designated employees and the use of a visitor pass system in all schools and special education centers.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

The office of responsibility has been changed from the Office of Salary Services to Client Services

III. PHOTO-IDENTIFICATION BADGES

A. Designated Employees

Every person hired and paid by Fairfax County Public Schools will receive an identification badge. Individuals hired for temporary substitute assignments shall display the substitute badge issued by the schools. An employee who works in or regularly visits schools or special education centers in the course of business is required to wear an assigned identification badge.

B. Issuance of Identification Badges

The Department of Human Resources is responsible for preparing and issuing badges to all new employees.

C. Monitoring and Control of Badges

The Department of Human Resources will maintain an up-to-date master list of personnel to whom identification badges have been issued.

When an employee resigns, retires, or otherwise terminates employment with the school system, the employee is responsible for surrendering the identification badge to the program manager of the office or to the principal of the school to which he or she was assigned. Upon receipt of a surrendered badge, the program manager or principal shall forward the badge to the Department of Human Resources for destruction. The program manager or principal shall

pursue collection of the identification badge in cases in which an employee terminates without surrendering the identification badge. The program manager or principal shall provide the Department of Human Resources with the names of employees who have failed to surrender their identification badges.

If a badge is lost, the employee to whom it is assigned shall report the loss as soon as possible to the Department of Human Resources, in order to receive a replacement badge. An administrative fee to cover the badge replacement cost may be charged to the employee. Until a replacement badge is issued, the employee will sign in and secure a visitor's badge upon entering a school facility.

D. Display of Badges and Badge Security

While in a school facility, employees shall wear their identification badges so they are readily visible to students and staff members.

In order to minimize the chance of lost or stolen identification badges, employees should not have badges in their possession when off duty, other than while traveling to and from work.

IV. VISITOR BADGES

A. Employee Responsibility

An employee who visits a school or special education center during the hours students are present shall comply with the school's visitor badge procedures by identifying him or herself and wearing his or her own photo-identification badge or a visitor badge during visits to the school.

B. Volunteers and Other Visitors

Volunteers (including club and activity sponsors and nonpaid coaches) and other visitors who enter a school or special education center during the hours students are present shall comply with the school's visitor badge procedures by identifying themselves and wearing visitor badges during the time they are present in the school.

C. Substitute

Substitute badges have been issued to each school for the purpose of temporary substitute assignments. In the case of lost substitute badges, the Department of Human Resources reissues the missing badges for a cost of \$2 per badge at the request of the program manager.

D. School Responsibility

Each school and special education center shall have a written policy and procedure to inform the staff of the visitor badge requirements.

An adequate supply of visitor badges will be maintained by each school. Visitor badges must contain the word visitor and be numbered for control purposes. The name of the school and the school year may also be included.

Visitor badges must be of durable material, preferably laminated cards, and be constructed so that they can be securely fastened to the visitor's clothing or worn on a neck chain.

A designated employee at each school will be responsible for maintaining a log to record visitor entries and badge issuances. The visitor must display some form of identification and record his or her name in the log prior to being issued a visitor badge. The log will include the visitor's name, date and time of entry, badge number, destination, and time of exit.

The school is responsible for retrieving the badge when the visitor departs and for periodically checking the badge inventory to determine if any badges are missing.

Visitor badges may be used from one year to the next, unless the number of missing badges, state of deterioration, or other special circumstances dictate the need to prepare new visitor badges.