

JORDAN SCHOOL DISTRICT

IDENTIFICATION BADGES FOR ALL EMPLOYEES

Guidelines and Procedures

Program Administration

The Identification (ID)/Access badge program will be administered under the direction of the Facility Services Department.

Requirements

All JSD employees are required to wear an authorized picture ID/Access badge during their working hours. This is to include regular scheduled hours as well as extracurricular school/district activities.

The ID/Access badge will include:

JSD Logo

Employee Information

- Name
- Job Title
- Issue Date
- Picture

In accordance with District guidelines, a standard ID style photo will be used on all ID/Access badges. Employees are prohibited from altering their ID/Access badges.

***Departments/schools will not create or use any other ID formats.**

Providing ID/Access Badges – Who, When and How

Employees Under the Direction of Auxiliary Services, the District Office, Individual Schools, Central Warehouse, Purchasing and Transportation (Full-time Interns receive the same badge used by regular teachers)

ID/Access badges will be issued to all new employees once the school/department has received the “Authorization to Work” form from the Department of Human Resources. New employee photos will be taken during the onboarding process with Human Resources.

Administrative Substitutes

Continue to use their District issued ID/Access badges. Access will be issued when Human Resources is notified of the building assignment and assigned dates by either the school principal or the Administrator of Schools (AOS).

Miscellaneous Non-JSD Employees Under the Direction of Human Resources and Individual Schools.

These employees will be issued an ID badge upon completion of a background check and approval process through the Department of Human Resources. Building access must be requested through the school/department administrator and approved by the area AOS. Upon approval, the AOS will email Sandi Abplanalp, Facility Systems Coordinator.

Examples include, but are not limited to:

Athletic Trainer
DLI Trainer
Firefighter
Non-JSD Instructor
ROTC

Volunteers, Substitutes, Student Teachers, and All Other Visitors (Not under the direction of Human Resources)

These individuals should be issued ID badges by the school/department or JSD facility. These badges may be a temporary or disposable type. Upon their arrival, volunteers and visitors will be assigned a badge to wear at all times while on campus or at any of the other JSD facilities. The school/department or JSD facility will be responsible for checking ID badges in and out to volunteers and visitors daily.

Returning ID/Access Badge

Employees must turn in their ID/Access badges to the school/department administrator when transferring to another school or ending employment with JSD. ID/Access Badges that have been turned in should be sent immediately to:

Sandi Abplanalp at Facility Services

Replacement of Lost ID/Access Badges

If an employee loses his/her ID/Access badge, the employee must notify the school principal or department administrator immediately. A replacement ID/Access badge must be obtained within five (5) working days. The replacement ID/Access badge will be issued at a **cost of \$7.00**. When Sandi Abplanalp in Facility Services receives the replacement fee, the ID/Access badge can be reissued.

Replacement of ID/Access Badges because of Name/Title Change, Broken, Worn/Damaged.

If an employee's ID/Access badge is affected by one of the examples listed above, the ID/Access badge will be reissued by Facility Services free of charge upon receipt of the old ID/Access badge.

Replacement of ID/Access badge can be obtained by one of the following options:

- Picked up by the employee at the Auxiliary Services Building.
- Mailed via district mail to the employee at the school/department.