

**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 Facility Systems Technician.

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:

**Facility Systems Technician**

## **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 the Facility Systems Technician receives the replacement fee, and email authorization from their administrator, 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 will be obtained by :**

- Mailed via district mail to the employee at the school/department.