

SUBJECT: IDENTIFICATION BADGES

The WSWHE BOCES is committed to providing a safe and secure environment for our students and employees. The BOCES will issue Identification (ID) Badges to all full-time and part-time employees. The ID badge serves the dual purpose of allowing access to secured areas as well as readily identifying BOCES employees and other authorized personnel. In addition, the ID badges will provide measured protection against unauthorized personnel and intruders from entering BOCES buildings.

Employees and Temporary Staff

ID Badges will be issued by the Office of Human Resources to all existing and new employees. The badges will include the employee's name and photo, together with building and/or BOCES. ID badges shall be worn during the school day and when advising or chaperoning school-sponsored activities. The initial ID badge will be provided at the expense of the BOCES. If lost, the staff member is responsible for the cost of replacing the ID badge.

Long-term substitute teachers and student teachers, who are assigned to BOCES buildings for an extended period of time, may be issued a regular ID badge by the Office of Human Resources. Short-term substitute teachers, other temporary employees and contract staff will be required to sign in each time they enter a BOCES building. A non-picture ID badge (visitor or other temporary badge) will be issued to staff members in this category and it will be their responsibility to return the badge upon leaving the building each day.

The ID badge is the property of the BOCES and may only be used by the individual to whom it was issued. Employees may not loan their ID badge to anyone for any reason. Upon separation from employment, employees are required to return the ID badge.

Visitors

Visitors, including approved volunteers and vendors, will wear a "Visitor" ID badge after signing in and gaining permission to be on the premises during school hours. The ID badge must be worn in a highly visible manner while in BOCES buildings and shall be surrendered when exiting the building.

Administrative regulations shall be developed to implement the terms of this policy.

Adopted: January 9, 2013