

Procedure - Employee Identification Badge

As a crucial part of the Wenatchee School District's safety and security measures, a Wenatchee School District identification (ID) badge with the employee's name, photo, and work location will be issued to all District employees. A District guest badge without a photo will be issued to all substitute employees upon entering a building for their daily assignment or for employees who forget their badge.

1. District Employees

All employees are required to wear the photo ID badge in plain view when working at any Wenatchee School District location. Employees shall also wear their ID badge when:

- a. On student field trips
- b. Supervising school events
- c. Taking tickets at school events
- d. Time keeping or scorekeeping at athletic events
- e. Representing the District in community events

Employees will be provided with a photo ID badge and a lanyard. Other means of wearing or displaying the ID with clips, holders, etc are also permitted especially where the safety of wearing a badge could be problematic (kitchen staff, grounds staff, mechanics, etc)

2. Substitute Employees

All substitute employees are required to wear their guest ID badge when working at any Wenatchee School District location. This badge will typically not have a personalized photo unless it is determined that the tenure would require a photograph ID.

3. Temporary Employees

Temporary staff with assignments lasting two or more weeks will be issued a photo ID badge. Those with a shorter assignment will obtain a Visitor pass at the location in which they are working. An ID badge or a Visitor's Pass must be worn while on any school district property. Temporary employees are required to return ID badges to building administration on the last day of their assignment.

4. Visitors

Individuals visiting Wenatchee School District locations must check-in with the front desk and will be issued a temporary visitor pass to be worn at all times while on District premises.

The ID badge may be used only by the individual to whom it was issued. Employees shall not loan their badge to anyone else for any reason. The ID badge is the property of the Wenatchee School District and will be surrendered immediately to the employee's supervisor when requested or upon leaving the employment of the District.

Loss of an identification badge is to be reported to the immediate supervisor within 48 hours and employees shall wear a temporary identification badge until a replacement can be arranged. Replacement photo ID badges can be ordered through the District's technology ticket system.

Employees who repeatedly report to work without their identification badge or refuse to wear the badge will be subject to disciplinary measures.

Identification badges provide for easy and complete visual identification and verification of individuals in the school setting and subsequently easy identification of individuals who are not authorized in school facilities. Employees observing people on District property without ID will, at their discretion:

1. Approach the person to determine their status, or
2. Immediately report the person to a supervisor, or
3. If you feel it is an emergency situation, request emergency services personnel (call 911)

Badge Display

The ID badge must be worn above the waist, attached to a clip or lanyard, be clearly visible and free of decorations.

Adoption Date: 9.23
Classification:
Revised Dates: