

# **Administrative Procedure**

## **Alachua County, Florida**

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Procedure No.: EP 2-05

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### **Employee Identification Badges**

**OVERVIEW:** This procedure describes the process of issuance and replacement of employee identification badges.

**SCOPE:** This procedure applies to all employees of the Board.

**PROVISIONS:**

1. All incoming employees will receive a identification card (ID). The employee's Department Director will notify the Human Resources Department to issue either a an ID badge without the building entry feature or a building entry ID (proxy card) with building access.
2. Employees will be issued one ID badge. If the employee's name or department changes, the employee will be issued a replacement ID badge at no cost.
3. If the employee loses, or damages either badge, the employee will be charged the replacement cost of the badge. The replacement cost will be the market rate. Employees should immediately notify Facilities Management if a building entry ID card is lost.
4. The decision to issue ID badges to employees in temporary position will be made by the Department Director and approved by HR on a case-by-case basis.
5. Employees are required to wear their ID Badges while on duty and they must be visible to all.
6. Any employee who misuses ID badges, or permits another person to use his or her ID badge, is subject to disciplinary action.