

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 persons employed in budgeted positions by the Board of County Commissioners.

PROVISIONS:

1. All incoming employees will receive a photo identification card. The employee's department director will direct the Human Resources Department to issue either a building entry ID (proxy card), or an ID badge without the building entry feature.
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 the ID badge so it cannot be used, the employee will be charged the replacement cost of the ID badge. The replacement cost of the proxy card ID badge or ID badge without building entry 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 on a case-by-case basis.
5. Employees are encouraged to wear their Identification Badges while on duty and are required to wear them when performing Emergency Assignments during a declared State of Emergency.
6. Any employee who misuses ID badges, or permits another person to use his or her ID badge, is subject to disciplinary action.

County Manager

County Attorney