



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: EMPLOYEE IDENTIFICATION BADGE POLICY	Policy Number: X-X	Page Number: 1 of 2
	Originally Adopted: XX/XX/XXXX	Last Revised Date: XX/XX/XXXX

I. PURPOSE

The purpose of this policy is to 1) promote the safety and security of all County of El Dorado (County) employees while at work, and 2) ensure County employees are identifiable to others when representing the County in an official capacity.

II. POLICY

- A. All County employee identification badges shall have the employee's full name, photograph, and department name.
- B. Employee identification badges must always be worn visibly during the workday at all County facilities and while conducting County business outside of County facilities (e.g., field work). For staff in positions where wearing an employee identification badge could create a safety hazard, the employee identification badges may be kept elsewhere on their person where it will not create a safety hazard. However, the employee identification badge shall be in the employee's possession at all times and available upon request.
- C. Employee identification badges are for the sole use of the person identified on the employee identification badge. Employee identification badges may not be used by any other person.
- D. An appointing authority may establish and enforce a reasonable department policy which sets standards more stringent than those herein.
- E. Lost or misplaced employee identification badges must be reported to the Department of Human Resources (HR) immediately to receive a replacement. In addition, employees must notify their supervisor or manager of the lost or misplaced employee identification badge.
- F. Employees are responsible for reporting any name or major appearance change to HR for the issuance of a new employee identification badge.

III. PROCEDURE

- A. At the time of this policy adoption, all current County employees (i.e., elected department heads, appointed department heads, regular full-time, and regular part-time) shall be issued a County employee identification badge.
- B. New employees shall receive an employee identification badge within their first week of employment.
 - HR will provide a copy of this policy at the time of new employee orientation/hire.
- C. To request a replacement employee identification badge, employees shall contact the department's HR liaison or complete the Employee Identification Badge Request Form.
 - The repeated loss of County employee identification badges may be cause for disciplinary action.



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- D. Upon separation from service, employee identification badges shall be surrendered to the employee’s supervisor or manager. The supervisor or manager will be responsible for destroying separated employee identification badges.

IV. RESPONSIBLE DEPARTMENT

Department of Human Resources

V. DATES (ADOPTED, REVISED, NEXT REVIEW)

Originally Adopted:	XX/XX/XXXX		
Last Revision:	XX/XX/XXXX	Next Review:	XX/XX/XXXX