



Policy: Employee Identification Card
Adopted: M2007-0143
Effective: October 1, 2007
Revised: September 6, 2016

Purpose	To enhance customer service by affording the public immediate identification of a City employee, to provide security, convenience and peace of mind for the customer, and to provide safety and security for every employee.
Policy	The Communications & Human Resources Department will issue all persons employed by the City of Northfield two <u>one</u> (21) official identification <u>(ID) badge</u> <u>card</u> . <u>Each Department Supervisor has discretion as to how their employees will display ID cards while at work.</u> A <u>badge</u> <u>card</u> must be <u>on hand and available</u> worn in such a way as to be clearly visible to the public and must be worn at all times while working within the City limits of Northfield.
<u>Badge</u><u>Card</u>	The official identification <u>badge</u> <u>card</u> will include the employee's photo, first name below photo, name of department, full name and job title on back of <u>badge</u> <u>card</u> , Vision and Mission <u>s</u> Statements on back of <u>badge</u> <u>card</u> and where to return the <u>badge</u> <u>card</u> should it be found.
Requirements	All City employees must wear the identification badge during their working hours and/or while conducting any City business within the City limits of Northfield. If an employee forgets his/her badge<u>card</u>, he/she will be unable to work until a badge is obtained. Employees that must leave work to retrieve a badge will not be compensated for the work time lost. If an employee loses or damages his/her <u>badge</u><u>card</u><u>card</u>, they need to contact the Communications & Human Resources staff. <u>Department</u> prior to commencing their shift, working hours or before engaging in any work on behalf of the City to obtain a temporary badge<u>card</u>. The employee will be issued a temporary badge<u>card</u>, <u>valid for one working day or shift.</u> Badge Identification Cards shall be available clearly visible to the public and shall be worn between the neck and the waist on the employee's exterior layer of clothing (outer wear for outdoor workers, and outermost layer of clothing, such as shirt or blouse, dress, jacket or sweater, for indoor workers). <u>Communications & Human Resources shall make available a variety of options to the employee for attaching the badge</u><u>card</u> to the clothing.
Termination	Badge Identification Cards must be returned to the City at the conclusion of employment on the employee's last date of work for the City. <u>prior to the issuance of the employee's final payroll check</u>
Replacements	Lost badges will cost the employee \$10 to reissue. Badges damaged and needing replacement will be charged to the employee only if carelessness or negligence is an issue.



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Violations

~~Every employee will be given one opportunity to wear a temporary badgecard because they failed to bring their badgecard to work and/or they lost both badgecards issued at the time of employment. However, a~~Any employee fails to follow supervisor direction or repeatedly loses their Identification Card who fails to wear his or her identification badge and has exhausted their temporary badge backup will be subject to discipline, up to and including discharge.