



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~~ (2) official identification (ID) badgecard. Each Department Supervisor has discretion as to how their employees will display ID cards while at work. A badgecard must be on hand and available 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.

BadgeCard The official identification badgecard will include the employee's photo, first name below photo, name of department, full name and job title on back of badgecard, Vision ~~and Mission~~ sStatements on back of badgecard and where to return the badgecard 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 badgecard, 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 badgecard, they need to contact ~~the Communications & Human Resources staff. Department~~ prior to commencing their shift, working hours or before engaging in any work on behalf of the City to obtain a temporary badgecard. ~~The employee will be issued a temporary badgecard, valid for one working day or shift.~~

~~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).~~ Communications & Human Resources shall make available a variety of options to the employee for attaching the badgecard 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. prior to the issuance of the employee's final payroll check~~

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.