### **Policy 226: Employee Identification Badges**

Category: Personnel

Covered Individuals: All CEI Employees, Interns, Independent Contractors, and Volunteers

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**226.1 Policy**

As part of the college’s commitment to ensuring the safety and security of our campus, all employees will be required to obtain and carry a CEI issued photo identification badge. The college provides these badges free of charge upon employment. Members of the college community are encouraged to display their badges to identify themselves and their association with the college at all times while on campus or while conducting campus business.

Identification badges are the property of the college and will be retained by the college when an individual terminates their employment.

**226.2 Procedures**

All CEI employees, interns, independent contractors, and volunteers will be issued identification badges. Identification badges include a color photograph of the individual, their name, department, job title, and the issue and expiration dates. Badge authorization forms will be provided during new employee orientation for all new staff. When a current employee’s badge expiration date nears, the badge must be renewed in the Human Resources department. When an employee transfers from one department to another or from one position to another, they must obtain a replacement badge.

Individuals may have more than one role at the college; these individuals will only be issued one identification badge. A student may also be a part-time or full-time employee, in these instances they would have one student badge and one employee badge. Work-study student employees will not be issued employee badges.

As per Policy 205: Workplace Attire, name tags/badges help community college employees stand out, fostering student and community member trust by clearly identifying reliable sources of assistance. Thus, CEI employees should wear and appropriately display nametags or other CEI identifiers while working.

Notwithstanding the foregoing, CEI recognizes that in some programs wearing a name badge is potentially hazardous. Employees in such programs shall carry their CEI identification badge on their person in order to present to security as requested.

Faculty and staff must present their badge as identification to security when requesting access outside of normal hours and/or into locked areas for which they have not been issued a key.