

Employee Identification Badge

All SSD employees (full-time, part-time, temporary, and student workers) are required to wear an Employee Identification Badge (ID Badge) while on campus.

LSDVI and SSP Central Office employees receive ID Badges from the LSDVI Human Resources Office. LSEC employees receive ID Badges from the LSEC Human Resources Office. SSP employees, including SSP Central Office employees as determined by the SSD Superintendent, receive ID Badges through the Department of Education's (DOE) Human Resources Office, and follow any DOE policies on ID Badges. That Office will provide employees the necessary forms and instructions for receiving ID Badges.

ID Badges remain the property of the school or the Department, and they are to be used according to the stipulations of this policy.

ID Badges are used for Security/Identification, to gain entry to campus, and may be used for other purposes, such as to charge meals.

ID Badges are to be worn and used only by the employee identified thereon. It is forbidden for an employee to use his/her badge to activate the gate to allow anyone else access to the campus or to charge a meal in the cafeteria for anyone else.

It is the employee's responsibility to immediately report broken, lost or stolen ID Badges to the supervisor. In order to receive a new ID Badge, the employee must fill out the appropriate form, have the supervisor sign the form, and bring it to Human Resources to obtain a new badge. If the badge was lost or stolen, the employee is required to pay \$5.00 for a replacement. The Department of Education may have a different fee.

Employees who leave the employment of LSDVI must return their identification badge to the supervisor during their exit procedure. Supervisors will turn in the badge to the Human Resources Office.