	CITY OF HENDERSONVILLE		
Policy Name:	Badge and Identification Policy	Date Adopted by Council :	May 10, 2010

I. Purpose

The City of Hendersonville is committed to providing a safe work environment for all employees and the citizens we serve. To facilitate this commitment, the City has officially established an Employee ID Badge Policy. This ID Badge System will serve to readily identify City employees.

II. Scope

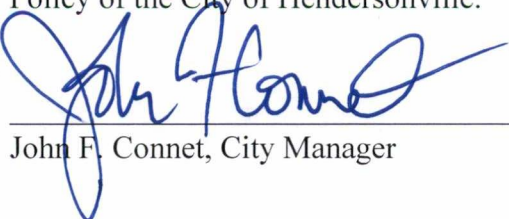
1. This program applies to full-time and part-time employees.
2. ID badges must include the City Seal, photo of the employee, and employee name.
3. Employee must carry their ID cards during working hours. This card shall only be used for official business of the City.
4. Employee ID badges and the employee information must be clearly visible while in City buildings. Employee ID badges must not cause a safety hazard.
5. No pins, stickers, or markings are allowed unless City issued
6. Lanyards must be City issued. Retractable lanyards will be offered.
7. New employees will have their ID badge photo taken upon hire.
8. Departments must notify Human Resources when an employee transfers in case access to entry doors or authorized areas need to be modified.

III. Lost ID Badges and Separation

It is the responsibility of the employee to report a lost or damaged ID badge to their supervisor who will contact Human Resources. The first replacement ID badge shall be at no cost to the employee. The second replacement will cost \$5.00.

Upon separation from the City (retirement, resignation, termination), employees must return their ID badge to Human Resources.

This policy is being instituted by City Management in accordance with Article I Section 8. Departmental Rules and Regulations and this Badge and Identification (ID) Policy is a supplement to the Personnel Policy of the City of Hendersonville.



John F. Connet, City Manager

10-15-19
Date