

SECTION: PERSONNEL

TITLE: **STAFF ID CARDS**

1. Purpose	<p>The Wilson Area School District will utilize staff identification cards for security and identification purposes in all buildings. By visibly wearing the identification cards, staff can easily be identified.</p>
2. Authority	<p>The Board establishes that the use of staff identification cards shall be required for all employees.</p>
3. Guidelines	<p>Staff members will receive their initial photo identification card at the start of their employment, at no cost to the staff member.</p> <p>The ID card is the property of Wilson Area School District. The staff ID card must be relinquished upon resignation, termination or retirement.</p> <p>During hours of employment, all designated staff members are required to visibly wear an official identification card. The identification card can be worn with a clip or chain, but it must be visible for people to see.</p> <p>If a card is lost or stolen, the staff member must contact the District in a timely fashion and make arrangements for an additional card. If the card is later found, it should be turned over to the District.</p> <p>Replacement cards will be issued for lost or damaged cards at no cost to the staff member. However, the District may impose a charge for excessive requests for a replacement card.</p> <p>Failure to wear a staff ID card at all times while on the job, or to obtain a new ID card if one is lost, may result in progressive discipline.</p>