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**Title:** *Badge and Identification (ID) Policy*

## **I. Introduction**

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**

This program applies to full-time and approved part-time employees.

## **III. Application**

The following conditions apply to individuals issued ID cards:

- 1) ID badges must include the City Seal, photo of the employee, employee name, and employee number.
- 2) Employee must carry their ID cards during working hours. This card shall only be used for official business of the City.
- 3) No pins, stickers, or markings are allowed to be displayed on the ID badges.
- 4) Employees must sign the statement acknowledging that they received this policy which will be stored in the employee's personnel file.
- 5) New employees will have their ID badge photo taken on a day to be determined by the Human Resources Department. Typically this will be scheduled when the employee can be photographed in a City uniform.
- 6) Departments must notify Human Resources when an employee transfers to another department. This is to determine if access to entry doors or other authorized areas should be modified.

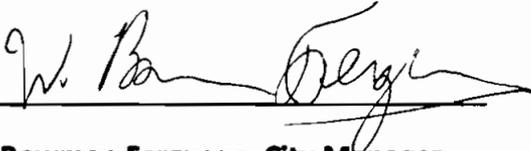
## **IV. Lost ID Badges & Separation**

It is the **responsibility of the employee** to report a lost or damaged ID badge to Human Resources.

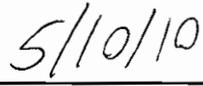
- 1) The first replacement ID badge shall be at no cost to the employee.
- 2) The second replacement will cost **\$15.00**. Human Resources and the Information Technologies Departments will track card requests.

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.



**W. Bowman Ferguson, City Manager**



**Date**



## **Badge and Identification (ID)**

### **Policy Acknowledgement**

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I, \_\_\_\_\_ have received the City of Hendersonville's Badge and Identification Policy. By signing this statement, I agree to have the City's issued badge at all times while at work. I will not it or use it for any purpose other than the stated intent. Failure to adhere to the policy shall lead to progressive discipline up to and including termination. Upon separation from the City, I will surrender the badge.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_