
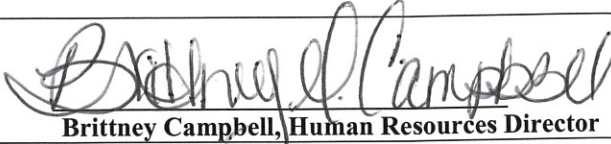




COBB COUNTY COMMUNITY SERVICES BOARD
DOUGLAS COUNTY COMMUNITY SERVICES BOARD

Page 1 of 2

Policy # 4020	Employee Identification
Origination Date: January, 1998	
Revision Date: December 2003; April 2006, May 24, 2013, September 22, 2016	
Reviewed Date: February 2005; May 9, 2007; May 14, 2008 April 3, 2009; April 16, 2010, May 2011, March 7, 2012	
Approved:	
 Bryan G. Stephens, Interim Executive Director	 Brittney Campbell, Human Resources Director

POLICY:

It is the policy of the Cobb County Community Services Board and the Douglas County Community Services Board (CSB) that personnel working directly for the Boards, while in work status, be easily identified to the public and to fellow employees as representatives of the Cobb County Community Services Board and the Douglas County Community Services Board. The goal is to provide an extra level of customer service and security by requiring employees/contractors/intern to display their photo ID badges. These badges will allow clients and the community to quickly identify individuals as personnel.

PROCEDURE:

1. Employees/Contractors will be required to wear the badges attached to their outer clothing in such a manner that they can be easily identified as representative of the Boards. Badges will be displayed at the waist or above, forward facing, at all times while in work status.
2. Each department will be responsible for ensuring that badges are worn as required. Employees are required to carry their photo ID Badge while in the field or at the site in order to provide further identification. Violations of this policy may result in disciplinary action up to and including termination.
3. Photos taken to be used for ID Badges are considered part of the employees' personal file. Identification photos will be used for the following purposes: badges, confirming identity in investigations or security purposes.

New Employees:

New employees will be photographed by the Human Resources (HR) department and issued an Employee ID badge as part of the New Hire Orientation.

Contractors, Volunteers, Interns:

All contractors, volunteers, or interns that will be with Agency on site or in the field for more than 8 weeks consistently will be required to have a Photo ID Badge.

Short term (less than 8 weeks) contractors, volunteers, interns, and visitors will be required to wear a Visitor Badge while on the premises.

Replacement Badges:

1. Complete an Employee Photo Identification Badge Request Form on the HR page of the website. The form should be emailed to hrrequests@cobbcsb.com. Badges damaged through normal wear and tear must be returned to HR to be replaced at no charge.
2. Documented name, credentialing, or position changes will be replaced at no charge.
3. Lost badges will be assessed a one-time replacement fee of fifteen (\$15.00) dollars and will be deducted automatically from the next payroll

When an employee leaves the Agency the badge must be turned in during the exit interview. In the event an exit interview is not conducted, the badge must be returned before any payment is distributed to the exiting individual.