

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: GENERAL POLICIES/PROCEDURES/DIRECTIVES	REFERENCE NUMBER: 502.03
SUBJECT: EMPLOYEE IDENTIFICATION	EFFECTIVE DATE: 12/17/85
TITLE: IDENTIFICATION CARDS / FOBS	LAST REVISION DATE: 7/14/14

POLICY STATEMENT:

It is the policy of the City of Denton that, as a part of the employment process, all regular full-time and part-time employees will be issued an identification card.

ADMINISTRATIVE PROCEDURES:

The use of Identification Cards (“IDs”) provides several benefits, including:

- a. A reliable and controlled method of identification of City of Denton employees to customers, staff and the public;
- b. A cost-efficient and controlled method of obtaining access to certain areas of City property; and,
- c. A reliable and controlled method of confirming to other members of the workforce the authorized presence of the person.

In order to facilitate the above stated benefits for the use of employee ID cards, the following procedures are to be followed:

- I. The ID card must be worn while the employee is at work for verification of employment. ID cards may be displayed on clips, lanyards, reels or other ID card holders. An exception to this requirement may be made if wearing the ID card would create a safety hazard. The employee will be exempted from the requirement that he/she display the ID card while performing the duties subject to the safety issue. When not actually performing such duties, the employee must display his/her ID card.
- II. All volunteers, contractors, interns, etc., requiring access to City buildings without a city employee present, will need a photo ID badge issued. (If there are any “volunteer/contractor for a day” situations, a generic ID can be issued to the requesting department.)
- III. It is the responsibility of the employees’ supervisor to ensure that employees comply with this administrative directive.
- IV. Upon separation from employment with the City, the card must be relinquished to the Human Resources Department. Please do not destroy the card. Employees who fail to return their ID card to their supervisor or the Human Resources Department may have the value of the unreturned ID card deducted from their final paycheck.

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE (Continued)

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- V. It is the responsibility of the employee to ensure that current information is reflected on his/her identification card.
- VI. Lost, stolen, broken, unidentifiable, or mutilated cards/FOBs, and requests for information changes must be reported to the Facilities Management Department via email and a replacement fee will be assessed (call x7200 for email address if needed).
- VII. Requests for changes to access level must be in writing via email from the department in charge of the area subject to additional access and copy the department director.
- VIII. Except in emergency situations, a card/FOB will be available for pickup 3-5 business days after it is requested. An email will be sent to the employee and/or supervisor when the ID card/FOB is ready. Cards/FOBs must be picked up from Facilities Management, they cannot be sent through interoffice mail.