

**Identification Badge Policy**

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
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**Policy: IDENTIFICATION BADGE POLICY**

Our policy is that employer-issued Identification badges are worn at all times by all employees to be easily identified and to ensure the safety and security of the children, families, and employees.

- A. All new employees will be issued identification badges within seven days of employment. The first ID badge will be issued free of charge, with the option to purchase an additional badge at a reduced cost of \$2 each upon hire.
- B. For security purposes and to allow children and parents to recognize employees easily, identification badges must be worn on a SJA lanyard or clip that allows identification of an employee by photographic image, name, and position title to be conspicuous to others at all times while on duty. Failure to follow this procedure will result in disciplinary action. This will be strictly enforced by your direct supervisor as well as all other management.
- C. The use of Lanyards is strictly limited to a St. Joseph Academy Lanyards. All other lanyards are not acceptable.
- D. ID badges are issued upon hire, or upon replacement requests only.
- E. Employees who have misplaced or damaged their ID badges will be assessed a \$10.00 replacement charge for the cost of a new badge. Replacement badges can be obtained by filling out an order form, which can be requested from the Administrative Services Manager.
- F. Employees who have had a change in a job title will be eligible for a new ID badge, free of cost.

Approved by:   
President/CEO

Date 8/6/23