

PERSONNEL
Staff Photo Identification Policy

In order to improve service and security for students, staff and the community, all Bemidji Area Schools employees will be provided with a photo identification badge. All employees are required to wear their identification badges at work and when conducting District business away from their regular work location.

The identification badges will be issued in a standard District format or in a building format that has been approved by the Superintendent. All identification badges will include the employee's name, photograph, job title and department/program or building.

Each badge **may** ~~will~~ be equipped with a clip fastener or lanyard. The badge must be visible and readable from the front and worn at or above waist level. Employees may be charged a fee for the replacement of lost, damaged or stolen identification badges or fasteners/lanyards. Lost or stolen identification badges must be reported to the building/program administrator and the Business Service Office no later than 9:00 a.m. on the work day after the identification badge has been lost or stolen.

The photo identification badges are the property of Bemidji Area Schools and must be returned upon separation from employment.

~~Each building/program will be issued generic "STAFF" identification badges that must be worn by staff while waiting for an original or replacement identification badge to be issued.~~