

EMPLOYEE BADGE POLICY REGULATIONS

For the safety and security of all students and staff, all Clinton Community School District employees, full and part-time, are required to wear a district provided photo identification badge during their contracted work day and during all extra-curricular contracted duties.

All grant employees, school resource officers, and service providers who are in the buildings are also required to wear identification which at a minimum includes name and place of employment.

Guidelines include:

1. The badge must be worn unaltered at all times while on duty.
2. The badge must be worn clearly visible above the waist.
3. In the event that an employees badge is lost or stolen, such shall be reported to the Human Resource Office immediately.
4. A \$5.00 replacement fee will be charged for lost or stolen badges.

Other examples of when badges should be worn are:

1. On field trips
2. Supervising school events
3. Taking tickets at school events
4. Time keepers, score keepers
5. Speaking engagements where you represent the Clinton School District.