



1B-3 ID BADGE POLICY

This policy is to provide guidelines to obtain, wear and replace employee identification badges and security badges to gain access to Reeves County facilities.

The use of employee badges will facilitate identification to the public, County officials and personnel, as well as provide access to secured areas as authorized by an Elected Official or Department Head.

All full-time, part-time and long-term temporary employees are required to wear, or maintain in their personal possession, a Reeves County identification badge at all times while performing County business. If wearing a badge on the outside of an employee's clothing presents a safety hazard, employees may retain their I.D. or security badge in their wallet or otherwise in their personal possession.

The Facilities Office maintains the County's security card access system. Elected Officials or Department Heads shall authorize employee security level access as it relates to buildings, secured areas and days and times of access (including after-hours access), by emailing andy.c@reevescounty.org.

Each employee entering a secured area must use his/her own employee I.D. or Security Badge for only his/her personal entry. Employees are prohibited from using their security badge to allow access to secured areas to any unauthorized person. A violation may result in disciplinary action up to and including termination of employment.

Loss Notification and Replacement Badges

Lost or stolen badges must be reported immediately to the Human Resources department and the employee's supervisor. Failure to report the loss of an ID or security badge can jeopardize security; therefore, it is essential to report the loss immediately.

Employees who fail to report the loss of their badge within **twenty-four (24) hours** will be denied a replacement card and will be required to submit to security screening with the general public.

Requests to replace a lost employee I.D. badge should be made to the Human Resources Department. **Payment of \$15.00 is required** to replace a lost employee I.D. or security badge. Payment must be by check or money order only, payable to Reeves County, and **there is a \$25.00 fee for returned checks.**

Leave of Absence

Any employee on a Leave of Absence for any reason will be required to turn in his/her I.D. or Security Badge to his/her Elected Official or Department Head at the onset of the approved leave.

Resignation or Termination and Employee Transfers

When an employee resigns or is terminated, the Elected Official or Department Head shall immediately notify the Human Resources and Facilities departments of the employee's departure and effective date



of such separation. The employee's badge must be returned to the Human Resources department. Employees are hereby notified that failure to return an I.D. or security badge may result in delay of final payout of accrued but unused vacation time.

If an employee moves from one county department to another, the Elected Official or Department Head may request a new badge by contacting Human Resources, or request updated security access by contacting Facilities by emailing andy.c@reevescounty.org.