

**Wicomico County Board Of Education**  
**Employee Identification Badge**  
**Rules and Procedures**  
**Effective September 1, 2002**

The intent of these rules and procedures is to promote a safe and secure work environment for all employees, students, and visitors of the Wicomico County Board of Education. Therefore, it is expected that all employees, volunteers, and anyone who regularly works in and visits our school system buildings or schools will wear identification badges and abide by the following.

1. All school system employees who work in a school or school system building **must** wear an identification badge verifying that they are approved to be in the school system building. This identification badge must be worn so that it is clearly visible to others.
2. Substitutes and contractual employees **must** wear an identification badge. Substitute and contractual identification badges will have an expiration date at the end of each school year. If the substitute or contractual employee returns to work the following school year, a new identification badge will be issued with a new expiration date.
3. Wearing the proper identification **DOES NOT** preclude a person from reporting to the school or school system building reception area. It is still the responsibility of all visitors to that school system building (this includes employees that do not work in that specific building) to report to the reception area.
4. It is the employee's responsibility to obtain an identification badge from the Human Resources office at time of hire or by making an appointment with Sherry Fisher. She can be reached at 410-677-4565 or [sfisher@wcboe.org](mailto:sfisher@wcboe.org).
5. At the time the identification badge is issued, the employee will receive the identification card and a clip. If the employee wishes to use any other apparatus to display the badge, that is permissible; however, the employee is responsible for obtaining that apparatus. It will not be issued or replaced by the WCBOE.
6. The employee is responsible for the care of the badge at all times. The badge should not be used for other purposes, which may damage the badge or prohibit it from being read by the Kronos equipment.
7. In no way should the identification badge picture be defamed or altered in such manner that the badge cannot be identified or utilized for its intended purpose. The area supervisor has the right to determine if personalization of the employee's identification badge has exceeded the intent of the identification badge. (Example: Employee's appearance has been drastically altered, etc.)
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9. Any questionable condition of the badge will be determined by the Human Resources Department. If a badge has to be replaced numerous times due to damage or misuse by the employee, disciplinary action may result.

10. Employees are to return identification badges when they separate from employment. Failure to return an identification badge may result in the withholding of accrued salary or the employee's separation may be considered "not in good standing".
11. Anyone failing to properly wear an identification badge must be reported immediately to the building or school reception area where an administrator will question them.
12. The identification badge is intended for the sole use of the employee who is identified on the badge. An employee's identification badge **shall never be used by another employee** for any reason.
13. Failure to abide by these rules and procedures may result in disciplinary action.