

DRAFT POLICY

2-19 Identification Cards and Security Access Cards

Effective Date: May 26, 2010

POLICY

The Lake County Health Department and Community Health Center (LCHD/CHC) is committed to maintaining a safe and secure workplace. Identification cards are necessary to assist all employees in distinguishing the difference between employees and visitors. Visitors will be escorted by a Health Department employee to and from their destinations, where appropriate.

All employees are required to wear their Lake County Health Department and Community Health Center photo identification card in a manner visible to the public. Security key cards, master keys, and other building keys will be issued only to those employees whose responsibilities require them. Failure to comply with this policy will result in disciplinary action up to and including termination.

PROCEDURES

Issuing LCHD/CHC Employee Identification Cards:

- a.) Photo ID cards will be issued to new employees on their first day of employment and should be worn at all times during their scheduled work shift. This includes all: Full-time, part-time, flex, and temporary employees.
- b.) The Human Resources receptionist will complete the ID card identifier form, which includes the employee ID number, date of birth, eye and hair color.
- c.) The Human Resources receptionist will take a photo of the new employee during the new employee orientation.
- d.) Employees will be responsible for signing a form indicating that they have received identification cards at the point of distribution.
- e.) Temporary cards for volunteers, auditors, or vendors that will be at our facilities will be issued a temporary ID card.
- f.) In the event the identification card, security access card or keys are lost or stolen, the employee will be charged as appropriate for the replacement of any lost items.
- g.) Upon separation of employment, for any reason, the employee must return their identification card and security access card, and any other items belonging to the agency, to their supervisor or Human Resources during the exit interview.

Activation of Security Access Cards:

- a.) When security access is required within buildings, the supervisor will submit the following information to the facilities maintenance employee: the employee's name, hire date, access required, work schedule, work location, and floor number, where necessary.
- b.) The facilities maintenance employee will review the form, authorize employee access, and enter name and ID number into the edge access database.
- c.) The facilities maintenance employee will give the Human Resources receptionist the active card within 24 hours of the start date of new employee.
- d.) The Human Resources receptionist will complete the ID card identifier form, which includes the employee ID number, date of birth, eye and hair color.
- e.) The Human Resources receptionist will take a photo of the new employee during the new employee orientation.
- f.) Employees will be responsible for signing a form indicating that they have received the security access card at the point of distribution.

Replacement of ID/Security Access Cards

- a.) Immediate action should be taken when an identification card or security key access card are lost or stolen to insure the security of our facilities by contacting Human Resources. Steps will be taken by Human Resources to deactivate or replace items as necessary.
- b.) In the event the identification card, security access card or keys are lost or stolen, the employee will be charged as appropriate for the replacement of any lost items.

Violation of Policy

- (a) Identification cards, security access cards and keys issued to employees will be solely used by the assigned employee. Any swapping, selling, duplication or misuse of these items will be subject to disciplinary action.
- (b) In some instances, the identification card may also be used by designated employees as a swipe card to record time clock punches. Any employees that clock in and out for another employee or allow another employee to clock them in and out will be recommended for termination.

c.) All employees are expected to promptly report any violations of company policy or security violations to their Supervisor, Service Area Director or Human Resources.

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