# 1500.490 EMPLOYEE IDENTIFICATION BADGE PROCEDURE

As a vital part of our safety and security system, a Wenatchee Valley College identification (ID) badge with the employee’s name, photo and department in which the employee works, will be issued to college employees and volunteers on their first day of employment. The ID badge also serves as an electronic key to enter buildings and other secured areas, as needed, and as identification after hours or in an emergency.

## A. PROCEDURES

### 1. All employees, student employees and volunteers are required to wear a WVC ID badge in plain view while on the Wenatchee or Omak campus except as noted in policy.

### 2. Employees should wear their ID badge when hosting or appearing at college functions or events. Employees may wear their ID badge while conducting official business in the community, at their discretion.

### 3. The ID badge may be used only by the individual to whom it was issued. **Employees may not “loan” their ID badge to anyone for any reason.**

### 4. Employees shall surrender the ID badge to their supervisor upon termination of employment, beginning an extended leave of absence, or when requested.

### 5. A lost, stolen or misplaced ID badge is to be immediately reported to the employee’s supervisor. A replacement ID badge will be issued as necessary and a record of the lost ID badge noted.

### 6. If an employee transfers from one department to another or an employee’s name changes, a replacement ID badge will be issued.

### 7. A WVC ID badge form is required for a new or replacement ID badge.

### 8. Contractors and their employees whose work will take them inside college occupied locations must display identification including their name and the company they work for.

### 9. ID badges provide a visible means of identification for college employees and help us know who belongs in a non-public work area and who does not. College employees observing people in confidential areas without ID will, at their discretion:

#### a. Approach the person to determine their status, or

#### b. Immediately report the person to a supervisor, or

#### c. If you feel it is an emergency situation, request emergency services personnel (call 911 and/or 6911).

## B. BADGE DISPLAY

1. The ID badge may be worn attached to a clip, in a clear plastic card holder, on a lanyard or other device clearly visible.

2. The ID badge must be free of decoration. The ID badge holder may display small items such as recognition pins or professional affiliation pins; but, such items must not restrict the view of the ID badge or its use as a key card.

Approved by the president’s cabinet: 3/13/12

Presented to the board of trustees: 4/18/12

Last reviewed: \_\_/\_\_/\_\_

Procedure contact: Human Resources

Related policies and procedures

500.490 [Employee Identification Badge Policy](https://www.wvc.edu/humanresources/policies-procedures/500-human-resources/500.490-employee-identification-badge.html)