



# Unified Government Human Resources Guide

Effective 04-01-05

## IDENTIFICATION BADGES

I. General: It is the policy of the Unified Government that each employee be required to wear an identification badge while on duty to differentiate between employees and members of the public.

### II. Policy

- A. All Unified Government employees, whether working inside or outside of Unified Government main buildings, are required to wear employee identification badges while on duty. The only exceptions are when the display of such identification interferes with the performance of official duties.
- B. Employee identification badges must be worn at all times in a clearly visible place. The badges should be worn either around the neck or attached to front of the employee's garment.
  - 1. Identification badges may be obtained by contacting the Buildings and Logistics office.
  - 2. The first badge is provided by the Unified Government. If it is lost, a second is also provided at no cost to the employee. After the second badge, a fee will be charged to the employee.
  - 3. Badges are the property of the Unified Government and must be turned in to the supervisor or the department director when the employee separates from Unified Government employment. Returned badges should be given to the Human Resources Department.