



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

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| ADMINISTRATIVE ORDER 2.67 | |
| TO: | All City Employees |
| FROM: | Marsha I. Grigsby, City Manager |
| SUBJECT: | City Identification Cards |
| DATE: | August 30, 2012 |
| Supersedes and Replaces Administrative Order 2.67 dated August 18, 2004 Regarding Same Subject. | |

I. PURPOSE

This policy has been established to ensure the distribution and use of identification cards in order to assure a safe and secure work environment. In addition, these cards will assist corporate and residential citizens in identifying employees engaged in City-related business.

II. POLICY

A. Identification cards are grouped into the following categories:

- Full-Time & Part-Time Permanent Employment Positions
- Seasonal, Intermittent, Temporary or Emergency Employment Positions
- Visitors
- Contractors
- Volunteers

B. Upon completion of all employment-related paperwork, new employees will be issued an identification card by the Division of Human Resources. This identification card will contain a photograph of the employee, the employee's full name, and position title; In addition, these cards may be coded, as applicable, with appropriately assigned security information that will enable the employee to enter certain buildings when doors are locked or for the purpose of submitting time worked through the computerized time and attendance system.

Visitors, Contractors, and Volunteers will be issued an identification card that clearly identifies the wearer as such. These cards will be numbered and a log maintained indicating to whom each card has been assigned. The decision to assign an identification card and/or security access to a Visitor, Contractor, or Volunteer badge will take into consideration the nature of the visit, the type of program in which the individual may be volunteering, or the nature of the service being performed. The distribution of Visitor identification cards will be coordinated through the receptionist

personnel in each City building; the distribution of Contractor and Volunteer badges will be coordinated by the work unit arranging for the Contractor or Volunteer.

The Division of Human Resources will assist work units by providing a supply of said identification cards and assigning security access levels, when necessary.

III. PROCEDURE

A. Wearing and/or Carrying

Individuals are required to wear the identification badge at all times while engaged in their day-to-day responsibilities except for those in positions where wearing such may not be advantageous (i.e. uniformed personnel or those positions that perform duties where doing so could be hazardous). Reasonable judgment should be used in determining the appropriateness of wearing the identification badge. For those who do not wear the badge, it must be carried at all times and presented upon request. Badges that are worn should be located where they can be easily observed and read.

The Division of Human Resources will provide the cardholder with an initial clip or lanyard so that the badge may be worn. Individuals who desire a different style clip or lanyard may choose to purchase one, at their own expense, at the vendor of their choice.

B. Replacement Cards

An initial card will be provided to the individual at no charge. There will be no charge for a replacement card if the replacement is necessitated by a change of name, position title, work unit, or for an electronically unreadable card which is not visibly damaged.

To replace a card for reasons other than the above, there will be a \$5.00 fee charged to the cardholder. This fee will be assessed through payroll deduction at the time the replacement card is issued. Seasonal recreation employees seeking replacement cards, must contact their supervisor and seek replacement through the Director of Recreation Services' office staff. (The Director of Recreation Services' staff has the capability to issue initial and replacement cards for seasonal recreation staff.) All other employees must contact the helpdesk to request a replacement card. The replacement fee will be waived if the damage to a card was not due to negligence or, if stolen, when the cardholder provides evidence of filing a police report. In the case of a damaged card not due to negligence, the card must be returned before a replacement is issued, if possible. Replacement cards will be issued within 2 business days of the submission of the helpdesk request.

C. Access

If an employee's badge is not allowing access to a location or time clock, the employee must contact the helpdesk to request assistance. HR will work in tandem with the help desk to resolve the issue. If an employee is requesting additional access to buildings/facilities outside of their normal job responsibilities, prior to such access being

granted, the employee's supervisor will be contacted to verify that the employee's need for access to certain buildings/facilities is valid. Seasonal recreation employees must contact their supervisor to request assistance and request access to locations in the Dublin Recreation Center through the Director of Recreation Services' staff. (The Director of Recreation Services' staff has the capability to issue access to the employee's needed areas of the Recreation Center upon verification of such need with the employee's supervisor.)

D. Responsibility

The assigned cardholder is responsible for proper care and use of the identification card. No individual should permit another to use his/her identification card. In addition, the falsification, alteration, defacing, or transference/loaning of an identification card to anyone may result in disciplinary action.

The identification card remains the property of the City of Dublin and must be surrendered by employees upon termination of employment. If a separating employee turns in the identification card to his/her supervisor, the supervisor is to immediately return the card to the Division of Human Resources.

IV. ADMINISTRATION OF CITY IDENTIFICATION CARD SYSTEM

The Division of Human Resources is responsible for maintaining the City identification card system. Any questions regarding this policy should be directed to the Division of Human Resources.