

METROPOLITAN LIBRARY SYSTEM
IDENTIFICATION CARD POLICY
FOR EMPLOYEES AND VOLUNTEERS

ADMINISTRATIVE POLICY

1. The wearing of identification cards in a manner visible to other employees, volunteers and customers is mandatory.
2. All new employees will visit the Human Resources Office on their first day to have their identification card made.
3. If an employee reports to work without an identification card (both having been left elsewhere or lost), the employee will be allowed to use a temporary card available from his/her supervisor for a period of no more than three days with additional time at the discretion of the supervisor. During that period of time, the employee will be expected to either find his/her card or pay for and obtain a replacement.
4. Extra or replacement cards can be obtained for \$1.00 each upon providing the Human Resources Office with the receipt issued by the Business Office.
5. The cards remain the property of the library system and must be returned to the employee's supervisor or to the Human Resources Office when he/she leaves the employ of the library system.

Approved: 05/15/02