

Policy

Egg Harbor Township Board of Education

4325

Support Staff Identification

The Board of Education (the "Board") is charged with providing for the protection and welfare of all students and staff members while they are on Board property or engaged in Board sponsored activities. To fulfill this responsibility, including the administration of established controls, it is necessary that duly authorized Board employees be able to identify other staff members to distinguish them from other people for whom the Board is not responsible.

To this end, the Superintendent of Schools shall develop and implement a faculty/staff identification system for all Board employees throughout the school district.

All administrators, teaching staff members, and support staff personnel shall be issued photo ID cards. The ID card may not be used to obligate the Board or as a means of representing the employee as an agent of the Board. The ID card is issued solely for identification purposes. Because rapid identification of Board employees is needed to enhance security within the district, and to set a positive example for all students, it is essential that all Board employees carry (or wear) their ID cards as specified by the Building Principal and present their ID cards for identification purposes at the request of an agent of the Board when the agent is acting in the performance of his or her supervisory or security function.

Each faculty/staff member is responsible for the proper care, safekeeping, and use of his or her ID card. Faculty/staff photo ID cards are the property of the Board, and any employee who alters or intentionally mutilates the ID card, who uses the ID card of another, or who allows his or her ID card to be used by another may be subject to disciplinary action. Any employee who has been issued an ID card and refuses to carry (wear) or produce that card in accordance with this Policy or as requested by an agent of the Board may be subject to disciplinary action.

Each employee shall be issued a first identification card at no cost. Employees will be responsible for the cost to replace a lost card (@ \$ 10.00). If the card is being replaced because of damage that is not the fault of the employee, there is no charge. Damaged cards need to be returned.

Building Principals or department heads are responsible for developing and implementing procedures to insure the return of ID cards when employees leave the employ of the Board.

Upon retirement with the Board and discontinuance of all public employment, receipt of any public pension or other publicly funded retirement benefit(s), it shall be the policy of the Board to extend certain privileges to retired teaching staff members as a gesture of

appreciation for their service. Those privileges shall include the issuance of a revocable license granting the retiree complimentary attendance at Egg Harbor Township School District home athletic, fine arts and performing arts events. Complimentary admittance for retirees shall only be rendered upon presentation of a District issued retiree identification badge.

The retiree identification badge shall permit the retiree, and only the retiree, admission to home athletic, fine arts and performing arts events without an admission fee. The Retiree identification badge is revocable, non-transferable, non-redeemable license good only for admission to home athletic, fine arts and performing arts events. The Board retains the right to limit or modify the use of the retiree identification badge at its sole discretion.

The retiree identification badge permits retirees to access the school facility solely for the purposes of attendance at home athletic, fine arts and performing arts events, and access is limited to the area(s) where the event is being held. The retiree identification badge may not be used for events held at other school facilities and/or state sponsored events. The retiree identification badge does not entitle the bearer to act on behalf of the District and any misuse of the retiree identification badge, including, but not limited to, inappropriate behavior at Board sponsored events may result in the revocation of the retiree identification badge and any and all benefits associated therewith.

Adopted: February 8, 2005

Revised: July 26, 2006