

# MUHLENBERG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: UTILIZATION OF  
IDENTIFICATION BADGES

ADOPTED: January 11, 2012

REVISED:

<p>1. Authority</p>	<p style="text-align: center;">345. UTILIZATION OF IDENTIFICATION BADGES</p> <p>All district employees are required to wear identification badges during their hours of employment. These badges are district property and shall not be altered. All identification badges shall be collected and returned to the building administration when school is not in session. All badges shall be returned to the district upon retirement or other employment.</p> <p>Any staff who forgets their badge shall be required to wear a guest badge. A letter from the building principal will be written to the employee for the first offense. Abuse on a consistent level, e.g., more than three (3) times, would constitute a Memorandum of Understanding meeting.</p> <p>Badges damaged during the normal work operation shall be replaced by the district. A replacement fee shall be assessed for any lost identification badges at the employee's expense.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>
---------------------	---