

PERSONNEL POLICY 07-11

SUBJECT: Employee Identification Cards

PURPOSE: To ensure all City of Clarksville employees are issued an Employee Identification Card to identify them as City of Clarksville employees.

APPLICABILITY: All City of Clarksville employees

POLICY STATEMENT:

All City of Clarksville employees will be required to wear employee identification **at all times** while in the performance of their job duties for the City of Clarksville. The only exceptions to this policy will be for public safety employees who are required for covert operations while on duty. These employees will be required to wear identification at all other times, unless specifically approved by the Department Head, Chief of Staff, or the Mayor.

Employee identification will be in the form of one of the following:

- a. Employee Identification Card issued by the City's HR Department.
- b. Uniforms approved by departments (these uniforms at a minimum must have the department name listed).

All employees will sign the attached Identification Card Agreement (Appendix A). One copy of the signed form will be given to the employee, and the original copy will be filed in the employee's personnel file.

OFFICIAL DOCUMENT
APPROVED BY CITY COUNCIL: NOVEMBER 1, 2007
EFFECTIVE DATE: NOVEMBER 1, 2007

WILLIAM MCNUTT, HR DIRECTOR

Appendix A

Identification Card Agreement

All employees will be required to wear their city issued identification cards in the performance of their job duties as directed by their Department Head. The cards shall be worn on the left side of the body between the neckline and waistline with the photo and other card information clearly visible. The identification card shall only be worn when performing your city related job duties and/or used to confirm your identification as a City of Clarksville employee.

Identification cards will be replaced free of charge as a result of normal wear and tear as determined by the Human Resources Department.

Lost or damaged cards resulting from acts of negligence, carelessness, or improper use will be replaced at the cost of \$5.00.

All lost or stolen cards shall be reported to the Human Resources Department no later than the next business day following the detection of the missing card.

The identification card shall not be defaced or altered in any way.

Identification cards will be recovered and returned to Human Resources upon an employee's separation with the City.

Questions or concerns about identification cards may be directed to your Department Head or the Human Resources Department.

Identification Card Agreement

Employee Acknowledgment

I have received my City of Clarksville identification card and have read and understand the Identification Card Agreement.

Print and sign your name

Date