

Administrative Procedure 403

EMPLOYEE ID CARDS

Background

The identification of all employees is an important component of a safe work environment.

Procedures

1. Division employees will be issued an employee ID card.
2. Employee ID cards will be available and/or issued at each school or work site.
3. Employees are required to have their employee ID card visible while performing their duties, including coaching, supervision and student excursions.
4. Each site administrator will be responsible to enforce this procedure.
5. Upon resignation, termination or leave of absence, the employee will return the employee ID card to the administrator of the work site.

Reference: Section 196, 197, 54, 52, 204, 222, 68, 225 Education Act