



# Georgia Department of Education

## Policies and Procedures

Policy Title:	<i>Identification Badges, State Schools</i>		
Policy Number:	<i>SS-5002 Descriptor Code-EBB-2</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>09-29-03</i>

### **Purpose**

To describe the use of identification cards for employees of the three State Schools.

### **Applicability**

This policy applies to all employees of the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf

### **Policy**

All employees of the Atlanta Area School for the Deaf, the Georgia Academy for the Blind, and the Georgia School for the Deaf shall be required to wear identification badges at all times while on school grounds and during school sponsored trips/activities.

### **Procedures**

1. All State Schools' employees shall be issued an identification badge at no cost.
2. The identification badges shall have the employee's name, photo, and departmental information.
3. Employees shall wear identification badges at all times while on school grounds and during school sponsored trips/activities. If the employee does not wear his/her identification badge, the incident shall be documented as being an infraction and shall be considered in the employee's evaluation in the area of Terms and Conditions.
4. Employees will pay a replacement fee of twenty dollars for lost identification badges.
5. Identification badges created by another entity other than the Georgia Building Authority will be replaced at a cost established by the entity.

### **Authority and/or Cross-Reference**

- DOE HR Policy 1115