

Guideline for Employee Identification Badges

Identification Badges are provided to all employees of the Town and employees are to wear their ID unless exempted for safety reasons as outlined in Policy No. 8-04 Security – Employee ID Badges.

- Regular Full-Time and Regular Part-Time employees.
- Non-employees at the Town office, such as a secondment or fee for service arrangement, contractor, consultant, etc, who provide service for an extended time i.e. longer than 3 months.
- Contract employees at the Town office employed for 3 months or longer period of time.
- Non-employee and contract employee ID Badges will include an expiry date.

Temporary ID Badges (No Photo)

- Non-employees at the Municipal Office such as a secondment, fee for service arrangements, contractors, consultants, co-op placement, or temporary agency, who provide service on a short-term basis, i.e. a few days up to 3 months.
- Contract employees at the Town office for short-term employment i.e. up to 3 months.
- The ID Badge will not have a photo, but will include, name, department and expiry date.

Visitor ID Badges (Pass)

- Orange visitor ID Badges are available for pick up at Reception at the Municipal Office only, for individuals (visitors) who will be performing work at the Town Office for a short-term period, i.e. a few hours up to several days, (i.e. contractors, consultants).

Procedure for ID Badges

Human Resources Responsibilities

- Where possible, newly hired employees will have their ID card produced at the time they complete data information in Human Resources, or at a time scheduled by Human Resources.
- Determine the employee status and the appropriate style of the employee identification card.
- Have access to the e-files of all ID and photo ID data maintained in the Corporate Services data base.

Corporate Services Responsibilities

- Corporate Services is responsible for producing all ID cards and the Visitor ID Badges.
- Visitor Badges shall be retained in Corporate Services and available for distribution from Customer Service during regular business hours.

Department Responsibilities

- The Commissioner/Director/Manager shall ensure that employees hired part time through payroll and non-employees expected to be on-site at the Municipal Town Hall for at least 3 weeks, such as consultants, contractors, co-op students, etc. are to be referred to Human Resources to obtain an Identification Badge applicable to their status.
- The Commissioner/Director/Manager/Supervisor responsible for coordinating the visitor's activities (Municipal Town Hall Office only) shall ensure that the visitor is wearing an orange Visitor ID Badge and shall be responsible to return the badge to Customer Service.

Updated December 2004 to accommodate changes required as a result of the implementation of the new Employee Identification Cards with the new KeyScan software.