

## **Staff Photo Identification Cards B.B.06**

### **OPERATIONAL GUIDELINE CONSIDERATIONS**

#### ***Onboarding Process***

- Offer of Employments should include language around photo ID cards
- Time of physically receiving ID card

#### ***Non-Permanent Employees and Visitors***

- Human Resource's (HR) issuance of temporary ID cards for temporary staff at the Catholic Education Centre (CEC).
- Consideration of a cost recovery fee when temporary ID cards are not returned.
- Sign-in procedures for visitors at school offices or central security desk at CEC
- Issuance of visitor badges at schools or the CEC

#### ***Day-to-Day Procedures***

- Procedures for when employees misplace ID card
- Procedures for when employees leave their ID card at home on a given day
- Procedures for when a lost ID card is found
- Definition of ID being "visible"
- Exemptions surrounding Health and Safety implications from wearing ID card

#### ***Offboarding Process***

- Procedures for when employee has change in status of employment within the Board
- Procedures for when employee is terminated or retires from the Board

*Departmental Roles*

- Role of Facilities
- Role of Human Resources
- Role of Safe Schools
- Role of the School Principal