

Staff

The Board of Education of the Burnt Hills-Ballston Lake Central School District requires all staff to wear an identification badge issued by the district whenever working.

Identification badges will be issued by the Human Resources Department based on the following guidelines:

- All staff with a permanent appointment, regardless of whether full or part time, will be issued a picture ID badge by the Human Resource Department upon appointment to his/her position.
- Substitutes, temporary or contract staff will be required to sign in each time they enter a district building. The office staff will assign a non-picture ID badge to each staff member in this category. It will be the responsibility of the staff member to return the badge upon leaving the building each day. Building substitutes, who are assigned to one building for the entire school year are an exception to this section of the policy, and will be issued a picture ID.
- Each staff member will receive one ID badge. In the case of loss, the employee will be charged a fee of \$5.00 per replacement badge.

Visitors

All visitors are be required to sign in and wear a non-picture ID badge while in district buildings.

Approved March 2004

Renumbered from P4470 – September 2015