

# MENNONITE VILLAGE POLICY & PROCEDURE

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TITLE: Security: ID Badge & Key Card Policy

PROCEDURE NO: HR 500.18

REPLACES: None

PAGE(S): \_\_\_\_\_

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DATE: January 2021

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## PURPOSE:

As a vital part of our security system, Mennonite Village issues all employees an ID badge and a key card to enter certain buildings and other secured areas on campus.

## POLICY:

Employees are required to wear their name badge in plain view while working on campus. Key cards are not to be shared between staff. If your ID badge or key card is lost or stolen you are required to report it to Human Resources as soon as possible. Failure to wear your ID badge or failure to report a lost or stolen key card can lead to disciplinary action as a safety violation.

## PROCEDURE:

Upon hire Human Resources will request an ID badge and a key card (if needed) be issued to you. Human Resources or your Supervisor will provide you with the completed items.

There is no charge for the first key card issued to employees. Below is the fee schedule for replacement key cards (subject to change):

1<sup>st</sup> key card: No Charge

2<sup>nd</sup> key card: \$5 replacement fee will be deducted from paycheck

3<sup>rd</sup> key card: \$15 replacement fee will be deducted from paycheck

All additional replacement cards: \$25 replacement fee will be deducted from paycheck.

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Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_