

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Identification of Personnel
POLICY NUMBER: HR-3.00
EFFECTIVE DATE: November 2001
SUPERSEDES: N/A
LAST REVISION DATE: January 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that each employee, regardless of employment status (i.e., full-time, part-time or temporary) will be issued, at no cost to the employee, an identification badge by the Human Resources Department. All licensed staff must have their credentials on their ID badge. It shall be worn between the waist and collar with the photograph facing out.

PROCEDURES:

- I. Every employee is required to wear his/her identification badge at all times while on duty.
- II. If an employee reports to work without his/her identification badge the employee may be granted annual leave to return home to recover the identification badge. The employee's supervisor is the person responsible for granting the annual leave. Chronic failure to report to work without the identification badge and/or chronic failure to wear the identification badge while on duty may be cause for disciplinary action. New employees will be issued one identification badge free of charge. Identification badges damaged by normal usage or becoming obsolete because of name change will be replaced at no cost. Identification badges replacing "lost" badges will be replaced at the cost of \$5.00.
- III. Each employee is responsible for keeping his/her identification badge up-to-date and in good condition. Upon termination the employee will turn in his/her badge as a required part of the out-processing procedure.

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

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RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

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Date