

	<b>Policy:</b> Employee Identification Badge Policy	<b>Effective Date:</b> April 1, 2005
		<b>Revision Effective Date:</b>
	<b>Policy Number:</b> HR-45	<b>Page</b> 1 of 1
	<hr/> <b>S. Douglas Spell, City Manager</b>	<hr/> <b>Human Resources Responsible Party</b>

**PURPOSE**

The purpose of this policy is to facilitate security screening of visitors and employees working with the City of Monroe.

**POLICY**

Each employee of the City of Monroe is required to wear an identification badge at all times while working and/or on the City’s premises. Employees wearing distinctive City of Monroe uniforms are only required to have their identification badge in their possession.

Contractors and their employees, agents, and subcontractors are required to wear identification badges while on the City’s premises unless the individuals are wearing distinctive company uniforms.

Visitors to non-public access areas of City facilities are required to sign in with the receptionist and wear a visitor’s identification badge while on the City premises.

Employees not adhering to this Policy may be subject to disciplinary action up to and including termination.