

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: A-12
POLICY: Photograph Identification for Employees			
DATE: MAR28/01	REV. DATE: MAR25/09	COVERAGE: All Employees (Except from Homes, Students and Term Contracts)	PAGE #: 1 of 2

POLICY STATEMENT:

All employees of the County of Renfrew as defined in Corporate Policy A-01 – Employee Definitions, are issued an authorized photograph identification card, which must be carried by the employee at all times when on County of Renfrew business.

PROCEDURE:

1. All new and existing employees of the County are issued an identification card that bears their name, employee number, department, and photograph.
2. All photographs are taken at a time and place determined by the Human Resources Department, based upon the number of cards to be processed, and the availability of the equipment.
3. The photographs are used for two purposes:
 - (a) For the employee’s identification card.
 - (b) For corporate records.
4. Upon completion of the photograph identification card, the card is sent, along with a copy of the Employee Identification Form (Appendix A), to the appropriate department supervisor or designate for distribution. Upon distribution to the employee, the employee must sign the back of the identification card, as well as the Employee Identification Form, which is then returned to the Human Resources Department to be kept in the employee’s personnel file.
5. If an identification card is lost or stolen, the employee’s supervisor or designate must be notified as soon as possible.
6. The employee is responsible for the replacement cost of a lost or stolen identification card. The cost of replacement is ten dollars (\$10.00). Identification cards must be replaced no later than two (2) weeks after the initial loss is discovered.
7. The County assumes the cost of replacing an accidentally damaged identification card upon the first incidence of damage, and upon the return of the original damaged card.

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The cost of replacement for subsequent incidences of damage is the responsibility of the employee.

8. The County assumes the cost of replacing an identification card in the case of change of name, or department status.
9. Photographs are valid for a period of five (5) years. The Human Resources Department is responsible for notifying individuals when the five (5) year period has expired. The County will assume the cost of a replacement.
10. In cases of replacement cards being issued, the employee's current identification card must be returned prior to the replacement card being released, with the exception of lost or stolen identification cards. The void identification cards are kept in the employee's personnel file.
11. Upon voluntary or involuntary termination of employment, the releasing manager is responsible for collecting all identification cards.

APPENDICES:

- Form A-12A: Employee Identification Program – Full-Time Employees
- Form A-12B: Employee Identification Program – Full-Time RCHC Employees
- Form A-12C: Employee Identification Program – Non Full-Time Employees
- Form A-12D: Employee Identification Program – Non Full-Time RCHC Employees