



Employee Badges

5.1212.1p

Standard Operating Procedure Outline

Category:	Human Resources	Department:	Employee Services		
Procedure:	Employee Badges				
Policy Reference # :		Version:	1.0	Date Revised:	10/12/18

Operational Objective(s)

To explain procedures for obtaining an employee ID badge as well as proper use and disposal.

Procedure

All employees of Metropolitan Nashville Public Schools are issued a district-wide ID badge which is used for the following:

- A. Identification
- B. Timekeeping (utilizing Kronos time clock)
- C. Building Access (where applicable)

Note: Badges should remain in the possession of the employee at all times, regardless of whether school is in session, as long as their employment status within the district is active Upon termination of employment within the district the badge should be surrendered to the employee's direct supervisor and then sent to the Badging Office at the Board of Education. Once the employee record is updated by HR documenting their departure the badge is automatically disabled and no longer valid.

Design and Functionality

The employee badge includes the following:

- A. MNPS Logo
- B. Photograph of the employee
Note: The photo provided for badging will be used by all MNPS systems as the image of record. Alternative images are not acceptable (i.e.: school logo, avatar, etc...)
- C. The employee's last name as recorded in the official MNPS payroll system.

- D. The employee's first name
Note: Principals and department supervisors will have the option of submitting an alternate (preferred) first name for the employee that will appear on their ID badge. If a preferred first name is not provided, the first name from the employee's EBS record will be used. The only allowable honorific/title for a badge is "Dr."
- E. A barcode representation of the employee ID number (this does not include the employee ID number in clear text) which is used to swipe at Kronos time clocks. **For information regarding time clock usage please contact KronosSupport@mnps.org.**
- F. The inside of the card contains an RFID chip that is used to access district buildings that have proxy door sensors. The encoded number on the back of the badge is the RFID/proxy number.
Note: Any questions regarding badge functionality or employee access to district buildings should be directed to the Security Office at security@mnps.org – please provide the RFID/proxy number



Issuance and Replacement

Badges are issued to all new hire employees in one of the following ways:

- New Teacher Academy (before start of school year)
- Human Resources Information Desk
- Submit the 'Staff ID Badge and Photo Update Form' located on the '[ID Badge Communications Site](#)' (SharePoint – Enterprise Applications Group). Badges sent via school mail (or arrangement made for pickup)

Note: A photo must be on file before a badge can be issued. Refer to photo requirements below.

Existing employees can order a replacement badge to be sent via school mail by submitting the 'Staff ID Badge and Photo Update Form' located on the '[ID Badge Communications Site](#)' (SharePoint – Enterprise Applications Group). Badges that are damaged, broken, or not functioning properly will be replaced free of charge upon return/exchange. Lost/stolen badges or requests for badges with a new picture are \$15.00 per occurrence payable online by debit, credit or electronic. Payments collected are applied to Staff Badge Account to offset printing expenses and include a convenience fee collected by a third party processor not to exceed \$15.00 total. The online payment form can be found on the '[ID Badge Communications Site](#)' (SharePoint – Enterprise Applications Group) or here - <https://paydirect.link2gov.com/MNPSOrgFees/ItemSelection/SelectItems>

Note: Transfers to another department or school do not require a new badge as long as the existing badge is the district-wide design (see above). The badge access automatically transfers to the employee's new location once their transfer is effective.

Photos for Badge System

Before a badge can be issued there must be a photo on file in the badging database.

Photos can be added to the database in the following ways:

- A. Photos can be taken at the Human Resources Information Desk or at the school if a badge computer is present – all high schools and middle schools have been issued computers for this. **Please contact school office or library staff for additional information. If staff training is needed or if the badge computer is not functioning properly, please submit a ServicePro ticket.**
- B. Photos can be submitted via the 'Staff ID Badge and Photo Update Form' located on the '[ID Badge Communications Site](#)' (SharePoint – Enterprise Applications Group). The photo must be either a professional headshot or a front-facing photo against a solid background. Minimum resolution requirements are 240 x 320 pixels. The photo must be named using the employees ID number.
- C. Photos from Lifetouch and Interstate are accessible by the Badging Office so these photos can be used alternatively if requested via the 'Staff ID Badge and Photo Update Form'.

Refer to 'Badging User Guide' for additional details and process instructions.

ID Badge Communications Site (SharePoint – Enterprise Applications Group – ID Badging and Photos). You may also access the form by clicking on this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=V4KCxhBkfkC1V7XcchHeVUm5XD Ae0stIt4i11ffzkh5UNVU1Mk9CUVdRNDJGSE1JRjY2QlhZTDBiViQIQCNOPWcu>

Performance Measure/Accountability

Continuous evaluation of procedure to ensure efficiency and compliance