



Enriching Lives & Connecting Communities

Identification Badges

Administration
Policy No. 1030

Revision Date: December 16, 2013

Policy Statement

All full-time, year-round part time, seasonal and temporary employees of the Richland County Recreation Commission will be issued identification badges. Also, all Richland County Recreation Commission Board members and Richland County Recreation Foundation Board members will be issued badges. It is required that identification badges be worn at all times by employees while on duty and representing the Richland County Recreation Commission.

1. Full-time employees, year-round part-time and seasonal employees will be issued identification badges that include the employee's picture, title of position, first and last name and the RCRC logo.
2. Temporary employees will also be issued badges with the wording "Temporary Employee", an identification number and the RCRC logo.
3. RCRC and RCRF Board members will be issued badges to be worn at their discretion at RCRC events and Board functions.
4. Badges will be issued by the Human Resources Department.
5. For safety reasons all employees working in the Parks will be required to wear the clip type badges. Other areas may be issued lanyards.
6. RCRC will pay for new badges required due to changes in employee's job title and normal wear and tear.

LOST BADGES:

RCRC will pay to replace the first lost badge. Employees are expected to pay for any additional replacements (for lost badges) at \$5.00 each.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: December 16, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Executive Department.