



## EMPLOYEE POLICIES & PROCEDURES

### UNIFIED PERSONNEL BOARD POLICY #1 **Employee Identification**

All employees shall be photographed and issued a photo ID by the Director of Human Resources. All employees are expected to have the County issued photo ID in their possession while at work.

- The ID is not transferable to any other employee or individual.
- Appointing Authorities may require employees to wear or display the ID while at work.
- Photos should be updated every five years or as special needs require.
- Cards must be surrendered upon update and at termination of employment.