

CITY OF BOSTON

EMPLOYEE IDENTIFICATION POLICY

Purpose:

To protect City employees. To protect City property.

Policy Statement:

The City of Boston will provide uniform and effective methods of identifying all City of Boston employees in the form of an identification credential. These identification credentials will be issued to employees upon authorization from Human Resources and must be **visibly displayed** at all times while on City property.

Application:

All employees who normally work in City Hall and/or any other City owned property.
All City employees who routinely conduct work related business in City Hall and/or any other City owned property.

Exceptions:

None.

Procedure:

Identification credentials must be visible at all times.

Employees must be in possession of and visibly display their current/valid City of Boston ID at all times during work hours. Identification credentials that are lost and/or broken must be immediately reported to the Security Desk and the appropriate Department Head. The Department Head will be responsible for making arrangements to have new identification credentials issued to the employee. Departments will be responsible for the cost of replacing every lost and/or broken identification credential.

Employees who lose and/or break their identification credentials or who are not in possession of and visibly displaying a current/valid City of Boston identification credential during work hours will receive discipline in accordance with the following schedule:

- 1st Offense = Counseling
- 2nd Offense = Counseling
- 3rd Offense = Written Warning
- 4th Offense = One (1) Day Suspension
- 5th Offense = Three (3) Day Suspension
- 6th Offense = Five (5) Day Suspension
- 7th Offense = Ten (10) Day Suspension
- 8th Offense = Termination

Identification credentials issued by the City of Boston are the property of the City of Boston and must be returned upon request by the Department Head and/ or the Head of City Hall Security.

Responsibility:

Department Heads are responsible for ensuring that employees wear identification credentials and will be responsible for employee discipline under this policy.