



City of Pittsburgh  
Operating Policies

<b>Policy: Employee Identification Badge</b>	<b>Original Date: 9/2001</b>
	<b>Revised Date: 10/2009</b>

**PURPOSE:** To establish guidelines for the issuance of a photo identification badge to all employees and for the use of said badge by employees while at work or when representing the City of Pittsburgh in any official capacity in an effort to provide a safe and secure workplace for all employees.

**POLICY STATEMENT:** All employees will be issued and must wear and visibly display photo identification badges as provided by the City. Identification badges must be worn in a manner that allows the identification of an employee by photo, first and last names, position, department and signature. This badge may also provide computer log in capability and location access to areas through keyless entry.

Employees forgetting or misplacing their identification badge will be given a temporary badge to wear by their supervisor that clearly indicates their employment with the City of Pittsburgh and the department they work in.

*Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.*

## DEFINITIONS

**Employee:** For the purpose of this policy, staff member shall refer to full-time, part-time and seasonal employees, including interns.

**Employee ID Badge:** The official City ID for all employees. The ID badges will identify employees' name, department, position and birth date. Some ID badges may have other purposes that includes but are not limited to computer log-in and access to certain work location areas.

**Official Capacity:** Includes any time while on City property as well as any business where the employee is representing the City. This also includes wearing the ID badge while operating any vehicle owned or leased by the City.

## **REQUIREMENTS**

- 1)** Because the policy and procedures described herein are intended to provide for the safety and security of City employees, all employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.
- 2)** The Department of Personnel and Civil Service Commission (P&CSC) will provide all new staff members with a copy of this policy at the time of new employee orientation. The policy can also be found on the City's intranet.
- 3)** All employees are required to wear the ID badge at City work areas during official capacity. ID badges are to be prominently worn so the photo is clearly visible to others. The requirement may be temporarily waived at the department's discretion when wearing the ID presents a safety issue (e.g. Police Officer or Refuse Driver). However, the employee must carry the ID at all times during work hours or when acting in an official capacity. It can be placed in a pocket or wallet.
- 4)** The ID is to be worn between the shoulders and waist on a clip or lanyard. Each department will provide a clip, chain or lanyard for each employee to wear the ID. The ID shall not be defaced or altered with pins, stickers, decals, etc.
- 5)** Employees are responsible for safeguarding their own ID. Any lost or damaged ID should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged ID to P&CSC.
- 6)** In an event that an employee forgets their ID, the employee's supervisor must be notified at the start of the work shift. The supervisor will issue a temporary ID for the shift. The temporary ID will only list the employee's department.

## PROCEDURE

- 1)** All employees of the City of Pittsburgh will be issued a photo identification card. P&CSC will be responsible for authorizing the issuance of the magnetically encoded ID card to each non public safety employee at orientation.
- 2)** All new employees will have their ID cards made electronically by P&CSC in the City-County Building or by authorized departments.
- 3)** Employees will be issued one ID badge. Employee ID badges will contain a magnetic strip. The magnetic strip will be activated upon initial issued of the card by P&CSC, or by authorized departments. Some ID cards will also contain a microchip with data that will be loaded onto the chip by their department liaison at a later date/time.
- 4)** Supervisors should report lost or damaged IDs to P&CSC or to issuing department immediately. After notification from the supervisor, the employee should print out and complete an ID Card Request Form from the City intranet site and bring the completed form to P&CSC or the issuing department.
- 5)** New IDs will be issued at no cost to employees who receive a transfer, promotion, demotion, etc. to a different department.
- 6)** New IDs will be issued after five years of original issue date.
- 7)** A fee of \$10 will be assessed to replace all lost, stolen or damaged badge for replacement for non public safety employees. IDs that are replaced due to normal wear and tear will not be assessed a charge. Checks or money orders made payable to "City Treasurer" are the only acceptable method of payment.
- 8)** Any lost ID that is found should be turned in to P&CSC, 4<sup>th</sup> Floor, City-County Building.
- 9)** Upon termination or retirement, an employee must turn in their ID to their supervisor. The department is then required to send the ID to P&CSC with the Personnel Transaction Form.
- 10)** Upon suspension, an employee must turn in their ID to their supervisor pending return to work.

## **IDENTIFICATION CARD HOLDER RESPONSIBILITIES**

- 1)** Do not lend your ID to anyone.
- 2)** Do not allow unauthorized individuals into any secure area.
- 3)** Do not leave ID on dash of vehicle or other locations where exposed to extreme temperatures.
- 4)** Do not fold, bend pry open or mutilate your ID.
- 5)** Do not use your ID improperly.
- 6)** Do not leave your ID unattended.
- 7)** Immediately notify your supervisor if your ID is no longer in your possession.
- 8)** Immediately notify your supervisor of any difficulties or problems with any ID.



## City of Pittsburgh Employee ID Badge Request Form

Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Job Title \_\_\_\_\_

Employment Status (FT, PT, Seasonal) \_\_\_\_\_

Date of Hire \_\_\_\_\_

Type of card:

- New
- Replacement

Reason for replacement

- Lost/Stolen/Damaged
- Expired
- Department change
- Job title change
- Name change
- Wear and tear

I am aware that replacement of a lost, stolen or damaged ID is subject to a fee of \$10. Any replacement due to wear and tear, job title change, department change and name change will not be assessed a fee. Upon termination, retirement or suspension, all IDs must be turned into your supervisor. The ID badge policy, which includes the responsibilities of card holders, can be found in the City of Pittsburgh Policies and Procedures Manual as well as on the City's intranet.

Signature \_\_\_\_\_

Date \_\_\_\_\_

All checks and money orders should be made payable to **City Treasurer**.

Payment received:

- Check
- Money Order