



Office of State Human Resources

ROY COOPER
Governor

BARBARA GIBSON
Director, State Human Resources

MEMORANDUM

TO: Agency Heads and Human Resources Directors

FROM: Barbara Gibson, State Human Resources Director

DATE: June 4, 2020

RE: State Agency ID Badge policies

OSHR wanted to provide you with some important items for consideration for inclusion in agency ID Badge policies.

1. Coverage of all full-time or part-time employees with permanent, probationary, trainee, time-limited permanent, intermittent, or temporary appointment.
2. Establish a process to authorize visitor access including issuance of a temporary ID badge and recording visitor identity and entry and exit times at the worksite.
3. Communicate that ID badges are the property of the State and are provided to employees and visitors as a convenience.
4. Communicate that ID badges (either State employee or visitor) should be visible at all times between the shoulder area and no lower than six inches below the waist while at the worksite.
5. Establish a process to provide ID badges to temporary or permanent contractors.
6. Communicate that if wearing an ID badge presents a safety hazard while performing work duties, it may be temporarily removed until that task is completed.
7. Communicate clearly the ID Badge policy and any revisions to all employees.
8. Communicate that security officers and state employees assigned to the worksite are responsible for complying with and enforcing this policy.
9. Communicate that if an employee encounters someone without a badge and is unsure that the person is a State government employee, the employee should advise the person without a badge to return to the lobby in order to obtain a badge.

10. Communicate that worksite re-entry after evacuation such as fire drill or actual emergency will require badge display (either State employee or visitor) to persons monitoring entry points i.e. police/fire personal or designated safety coordinators.
11. Establish a process to ensure that when an employee is separated from State employment, their ID Badge is returned to the State agency.
12. Establish a process to ensure that ID Badges are deactivated for persons separated from employment.