KUSM-W Identification Badge Policy
Effective Date: May 1, 2008

Purpose: The purpose of the identification badge policy is:

- To provide a consistent method and standard of identification for KUSM-W employees.
- To provide an additional means of establishing a safer work environment for employees.

Scope: All staff and faculty working on the KUSM-W campus are required to wear an identification badge issued by the medical school or one of medical school's hospital partners.

Procedures:

- Identification badges will be issued on the first day of work and will include a photo of the employee, the employee's first name, the employee's department, and the school's emergency contact phone number.
- All staff and faculty are required to wear their identification badge in plain view (on a lanyard around the neck or on a shirtfront).
- Lost identification badges shall be reported immediately to the employee's supervisor. Replacement badges will be issued at the expense ($3.00) of the employee.
- Employees shall surrender their identification badge upon termination of employment.
- Supervisors are responsible to ensure that identification badges are worn by their department employees. Repeated disregard for the medical school's policy will be addressed through the existing corrective action policy.