

IDENTIFICATION
CARDS

Employees of the Socorro Independent School District shall wear the District issued identification cards during work hours. Photo identification cards will be provided by the Department of Human Resources for all non-campus based employees.

Campuses will be responsible for providing photo identification cards to all employees. Campuses will provide substitutes an identification card or temporary name tag with the campus name and address at the start of the workday and collect the card or name tag at the end of the workday. Cross guards, monitors, substitutes, and student workers shall wear the identification cards provided by the campus/Ed Center/District Service Center at all times during work hours.

High school feeder pattern administrators shall work together to ensure that all campus faculty and staff within the feeder pattern have an appropriate campus ID.

Each campus is responsible for the costs incurred for processing the ID cards for their employees.

Lost cards may be replaced at a cost of \$5.00 per card. Worn cards or cards that become unpresentable due to normal wear will be replaced by the District or campus at no cost to the employee or substitute.

Upon exiting the District, the employee must return the identification card or a \$5.00 fee will be assessed.

Principals and supervisors are responsible for ensuring that all employees wear employee identification cards during regular work hours.