



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No.	2009	Date Issued:	February 13, 2008
Section:	2000 – Personnel Procedures	Date Revised:	April 3, 2024
SUBJECT: EMPLOYEE IDENTIFICATION			
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager		

- 1.0 All employees will be issued an Authority Identification Card. The Authority Identification Card will include the following:
 - Employee name and job title
 - Employee photograph
 - Hire date
 - Signature of General Manager
 - Authority logo
 - Administrative Extra Help employees will not have badge numbers
- 2.0 Identification cards of employees who leave employment will be confiscated by the Authority.
- 3.0 Upon retirement, employees will be issued a “Retiree” Identification Card which will contain the date of retirement.
- 4.0 All employees will be assigned an “Employee Badge Number”. The Employee Badge Number is a sequential number assigned based on the date of hire.
 - 4.1 If an employee must be identified via the telephone, they will be asked to provide their Employee Badge Number.