

ID BADGE REPLACEMENT PROCEDURES

In the interest of simplifying the process of ID badge replacement, the Facility Operations Department will implement a new procedure for requesting and paying for a lost, stolen, or replacement ID badge.

The request email for a lost or stolen badge must come from the school principal or immediate supervisor to Matt Mears, as soon as the badge is reported lost or stolen.

In addition, replacement requests for old or damaged badges must also come from the school principal or immediate supervisor.

The procedure to acquire the replacement of a lost or stolen badge will include the following steps.

- A request email from the school principal or immediate supervisor to Matt Mears; include the employee name, title, location, and any additional access needed outside of regular staff access.
- The employee will receive an email to confirm payroll deduction of \$7.00 for the new badge.
- The new badge will be sent to the location within 48 hours.

The procedure to acquire the replacement of an old or damaged badge will include the following steps.

- A request email from the school principal to Matt Mears; to include the employee name, title, location, and any additional access needed outside of regular staff access.
- The employee will not be charged for the new badge.
- Include the need for the new badge, and a description of the damage to the old badge.
- The new badge will be sent to the location within 48 hours.
- The employee must return old badge to Matt Mears/ASB.

Please contact Matt Mears with any questions. Thank you.

Matt Mears

Facility Systems Technician

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