

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Administration Services-Human
Resource Management

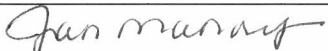
Policy Number: HHS-ADM-HRM 3121

Policy Title: Identification Badges

Attachments: Request for Employee Badge

Revision History: 11/28/12; 11/25/13

Revised by/Date: Holly Hunter, 12/5/2019

Approved by: 

Date: 12.19.2019

Jan Manary, Executive Director of HHS

Approved by:



Date:

12-10-19

Nicole Anderson, Commissioner of HHS

POLICY STATEMENT: Mille Lacs Band Health and Human Services (HHS) requires all employees, temp workers, contractors and visitors to wear identification badges in all HHS buildings. HHS employees are required to wear identification badges at all times during the work day, to include going offsite for work business, such as into client and patient homes.

PURPOSE: The purpose of this policy is to establish a policy for a means of identification of Mille Lacs Band Health and Human Service employees, temp workers, contractors & visitors by issuance of HHS identification badges.

PROCEDURE:

The Administrative Assistant to the Commissioner of Health and Human Services is responsible for ensuring that all employees, temp workers, contractors & visitors are issued identification badges and for subsequent control of these badges.

- The picture ID badges for employees whether they are full time, part time, contracted employees or temp employees may be obtained, as scheduled, in Administration.

Department Directors/Managers/Supervisors are responsible for ensuring that employees are issued a picture ID Badge and that they are worn at all times and that they are worn as required.

- Department Directors/Managers/Supervisors are responsible for the proper completion of the Request for Employee Badge form for all appropriate new hires.

Employees, temp workers, contractors & visitors are responsible for wearing the identification badges in an easily visible area while on duty status.

HHS building receptionists will be responsible for issuing "VISITOR" identification badges to visitors (sales representatives, guest speakers, area office staff, staff visitors, etc.). Visitors will be asked to sign in at the reception desk where the receptionist will issue them an identification badge. Visitors will be required to sign in and also sign out and return their "VISITOR" badge upon completion of their visit.

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Employees are responsible for the safeguarding of the identification badge. Lost and or stolen badges must be reported immediately to the Administrative Assistant to the Commissioner of HHS. In the event that staff misplaces or has their badge stolen more than once there will be a \$5 cost to replace the badge.

Department Supervisors are responsible for returning the identification badges to the administrative office upon resignation or termination.

Internal and/or External References	
Compliance - Posting Date	12/10/2019
Replaces – Policy Number	
Next Review - Due Date	12/10/2022

Health and Human Services

Request for Employee Badge

NAME OF EMPLOYEE: _____

DEPARTMENT: _____

JOB TITLE: _____

HIRE DATE: _____

EXEMPT/NON-EXEMPT: _____

IF D1 CLINIC EMPLOYEE IS SWIPE CARD NEEDED FOR TIME CLOCK? Y N

Key Card Access? Y N

SUPERVISOR/DIRECTOR SIGNATURE _____

*****Please note if employee misplaces or breaks their badge more than 2 times there will be a \$5 charge for replacement.

For Office Use Only

Badge prepared date: _____

Key Card Access # _____

Badge # (ie: 1st, 2nd, 3rd) _____

Charge: Y N

3/15/2016