



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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4212.5

4312.5

Page 1 of 2

## All Personnel

### Identification Cards

#### 1. Purpose and Scope

Procedures for issuing ID cards and its responsibilities by employees.

#### 2. Regulation

##### A. Issuance

Upon employment in the district, a staff member shall be issued an official identification card bearing his/her photograph. This service shall be provided by the district for the purpose of identifying the district employee in emergency situations and at such other times as may be expeditious in the conduct of district affairs.

As a part of employment processing, new classified and certificated employees shall have their photographs taken at the district office and mounted so as to produce standard district identification cards. Replacement or updating of identification cards shall also be accompanied at the district office.

##### B. Responsibility of the Employee

Each employee shall be expected to retain this identification card in his/her immediate possession while engaged in official district business. At any time that a card is lost, the employee shall sign an affidavit to that effect and shall be issued a replacement. Anyone desiring an updated card shall turn in his or her existing card. Whenever a person ceases to be employed by the district, the identification card must be returned as part of the normal checkout procedure. Replacement and

Identification Cards (continued)

return of identification cards shall be coordinated by either the Classified or the Certificated Personnel Office, as appropriate for the individual concerned.

Legal Reference:

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