

## MACON COUNTY – ID POLICY

For the purposes of security and to create a more professional work atmosphere, it shall be the policy of Macon County to require all Macon County employees and contract workers to obtain and display identification cards when working either on or off premises. The cards should be worn in a manner to be easily seen by the public, and easily accessed by the employee. Exceptions to this policy are as follows:

- Employees who are required to wear uniforms. (these must have the employees' name and department clearly displayed and be approved by administration)
- Employees who would be put in a hazardous situation or due to the nature of their work or would be otherwise unable to wear the ID and as approved.

In all cases, the employee should have easy access to the ID and be able to produce same on request by the public or a member of the governing board or administration.

Initially, ID cards will be produced at no cost to the employees. ID cards which are lost or destroyed will be replaced at approximate cost.(currently \$5.00 for regular and \$10.00 for microchip cards) Cards lost or destroyed due to no fault of the employee will be replaced at no charge. Employee should notify Human Resources immediately if an ID is lost to arrange for a replacement. Microchip cards must be deactivated before a new one can be issued.

Compliance with this policy is mandatory and subject to disciplinary action as outlined in the Macon County Personnel Policy.

*Approved and Adopted by Macon County Board of Commissioners on April 2<sup>nd</sup>, 2001  
Amended and Approved by Macon County Board of Commissioners on January 26, 2009*

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

ATTEST:

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Ronnie Beale, Chairman  
Macon County Board of Commissioners

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Jack Horton, County Manager  
Clerk to the Board