



Policy Name: III.39 Employee Identification Policy	Section: III Human Resources	Programs: All
	Standard/Area: F 4 Workforce Development and Management	Review Date: 10.15.25
File: Employee Portal: Human Resources III.39 Employee Identification Policy	Effective Date: 8/25 (added from Employee Handbook)	Revision Date: 10.15.25

Section I: Intent

The purpose of this policy is to establish a system that provides constant and immediate identification of MVCS staff to clients, visitors, and other employees.

Section II: Policy

In accordance with the policy of MVCS and other licensure requirements, all employees will be issued an identification (ID) badge. All employees are required to wear an Employee ID Badge during their working hours and on Agency business, except when the employee's physical safety is at risk, at which time the ID Badge shall be easily accessible. This policy applies to all MVCS employees and contractors of MVCS across all departments and locations.

Section III: Procedures

All employees will be issued an ID Badge by MVCS on the first day of employment. When an employee resigns, is terminated, or will no longer be working for MVCS, he/she must submit the ID Badge to their immediate supervisor or Human Resources on their last day of work.

At the point of change in role or position, a new identification badge shall be issued for the employee. The employee's supervisor shall initiate a request with IT to generate the new identification badge.

Employees passing a 5-year work anniversary shall automatically be issued a new employee identification badge.

Section IV: Distribution and Training

The Policy and associated attachments are distributed on the MVCS Employee Portal. Notifications related to new, amended, or reviewed policies will be communicated to MVCS leadership and program directors for dissemination to their staff as appropriate. The policy



may be directly disseminated to appropriate staff and/or staff groups via email notification after initial dissemination to leadership as per direction of the CEO or designee. The dissemination will be performed by the Chief Operating Officer.

Section V: Legal, Regulatory, Accrediting, and Other Related References and Resources