

Identification Cards

Effective Date: July 1, 2013
Revision Date: July 31, 2013

Purpose

To make all reasonable efforts to ensure the safety of employees and visitors.

Policy

Employees at 60 E. South Temple are to wear state identification badges. The front desk will keep the front door locked and employees will need to utilize their magnetic card to access entry onto the floor. In addition, clients, customers and guests will be required to wear visitor badges when visiting department personnel, attending meetings, etc. This is in addition to the existing policy of having non-employees register at the front desk and waiting until an employee ushers them in. In other words, at all times, everyone on the Fifth Floor should be wearing an identification badge.

GOED employees at other locations should also begin wearing state identification badges. These are safety measures designed to limit risk to employees and visitors.

Procedure

- Employees who do not have a picture state ID badge need to contact the office manager. She/he will take your picture and get the ID card for you.
- Employees who do not have an access card or have lost their access card need to contact the office manager.