

PERSONNEL

Individuals employed by the Lynchburg City Schools will be issued an Employee Identification Badge within forty-five (45) days of their employment. All employees must wear the Employee Identification Badge during work hours. The badge must be worn in a visible location on the front lapel or other similar position. If an Employee Identification Badge is lost or stolen, the Personnel Office must be notified within 24 hours and a new badge will be issued. If the badge is lost or stolen there will be a \$5.00 replacement fee. All badges remain the property of the Lynchburg City Schools and must be returned to the Department of Personnel Services upon the employee's retirement, resignation, or termination.

Approved by School Board: September 15, 1998