

 <b>VERMONT</b> DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Policy Manual		<h1>261</h1>
Chapter:	Administrative Issues	
Subject:	Employee Identification Cards	Page 1 of 1
Approved:	Fredrick M. Ober, Division Director	Effective: 10/16/98 FINAL
Supersedes:	Administrative Procedure 700	Dated: 9/3/86

## Purpose

Social Services staff are occasionally asked to show identification verifying employment in this division, for example when visiting the home of a client, traveling out of state, retrieving records from Public Records, etc. This policy requires that each division employee have a current identification card.

## Policy

Each employee will be issued an identification card containing the employee's picture, information such as office location and phone number, height, weight, hair color, social security number, etc. Employees shall have these cards in their possession during normal business hours and at other times when division business is being conducted. Cards, valid for a two-year period, are regularly renewed on July 1 of alternating years.

For the purpose of this policy, employee will be defined as an individual in a classified position, full- or part-time, and individuals categorized as temporary or volunteers who, in the opinion of the director or supervisor of the unit, maintain considerable autonomy while performing casework-related duties.

The director or supervisor of each district or unit will designate a staff member to photograph employees for cards, coordinate with central office on issuing of cards and maintain records of issued cards. Central office will be notified if cards are lost, stolen, or expired.

Staff who transfer to other districts will obtain a new identification card, since the cards contain addresses, phone numbers, etc. Staff who terminate employment must return their identification cards to the district office.