

**RESOLUTION NO. 4315**

**A RESOLUTION ESTABLISHING CITY OF MILES CITY PERSONNEL POLICIES REGARDING EMPLOYEE IDENTIFICATION CARDS**


*WHEREAS*, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;


*AND WHEREAS*, the City Council finds that certain additions to such policies should be adopted;

**NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:**

1. That the following policy: 3, Employee Identification Cards attached as Exhibit "A"
2. The policy shall become effective immediately upon the passage of this resolution.

**SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 10<sup>th</sup> DAY OF MARCH, 2020.**

  
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John Hollowell, Mayor

ATTEST:  
  
Lorrie Pearce, City Clerk



# CITY OF MILES CITY PERSONNEL POLICY

Section #: 3	Employment Information
Effective:	03/10/2020
Last Revised:	03/10/2020

## Employee Identification Cards

### Resolution #4315

- **This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

The City of Miles City strives to develop and implement workplace policies and practices that create and maintain a working environment that is safe for employees as well as the citizens we serve. A system of identification is one part of a credible public facility security system.

This policy is meant to provide direction and clarification on the issuance and handling of City employee identification cards for the purpose of ongoing identification of those individuals that are employees and those of the general public. City-issued identification cards may also serve other functions in addition to identification.

SCOPE: This policy applies to all City of Miles City employees (including permanent, temporary and contracted employees).

APPLICATION OF CITY IDENTIFICATION CARDS: The City of Miles City will issue an identification card to each new employee upon commencement of employment. Employees must complete a “Employee Identification Card Form” and submit the completed form to the City of Miles City Human Resources Department. In order to be issued a City identification card, employees must verify their identification by means of driver’s license or another valid document.

The front of the City employee identification shall include the following: photograph of the employee; employee’s first name and last name; employee’s department; employee’s title; employee number and issue date

REPLACEMENT CARDS: If a replacement card is issued due to a change in information, the card will be reissued at no cost to the employee. It is the responsibility of the card holder to immediately report a lost or stolen identification card to his/her supervisor. Replacement cards will be issued once without a fee and after that for a \$5.00 fee. The Identification Card shall not be altered.

FRAUDULENT USE OF ID CARDS: Fraudulent use of a City employee identification card will result in disciplinary action, up to and including termination. Fraudulent use includes using or permitting the use of a card by a person other than the individual to whom it was issued, and

using identification cards as a means of securing funds, donations, gratuities, or other items of values or as means of receiving a discount or altering responsibility for one's actions.

**CONFIDENTIALITY OF CARD PHOTO IMAGES AND PERSONAL INFORMATION:** The photo image and other card holder-related information will be used exclusively for official City business and will not be made available electronically or otherwise for any other purpose. Photo images will be released only if the card holder has submitted a signed consent through the City of Miles City Human Resources Department.

**STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:** Records collected for creation of the identification card are stored in a computerized system, retrievable by the employee's name. Access to the system is safeguarded by password and is restricted to employees who have a need to access the system in the performance of their duties. Identification card records of employees may be maintained for up to seven years after termination of employment.

**RETURN OR DEACTIVATION OF CARDS:** Employee identification cards are considered City property and must be returned directly to the employee's supervisor upon resignation or termination of employment along with all other City property.

**COMPLIANCE WITH THE EMPLOYEE IDENTIFICATION CARD POLICY:** The identification card shall be displayed by employees during all work hours; except in emergency or non-emergency situations when a safety risk is poised to the employee. Elected Officials and/or Department Heads shall have responsibility for ensuring that all assigned employees possess identification cards per the guidelines of this policy