

City of Newton



Setti D. Warren
Mayor

DEPARTMENT OF HUMAN RESOURCES

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CITY HALL **ID BADGE POLICY**

As a vital part of City Hall security, a City of Newton identification badge with your name, photo and department will be issued to you. Everyone is required to wear an ID badge in plain view while in or around City Hall, and while employees are on official business. ID badges must be worn on the issued lanyard around the neck. Upon request, a clip-on holder for an ID badge may be issued to employees, rather than a lanyard. The ID badge and lanyard shall not be defaced or altered in any manner (pins, stickers, decals, etc.).

If your ID badge is lost or stolen, you must obtain a replacement from the Human Resources Department. Lost or stolen ID badges should be reported to Human Resources as soon as possible. Persistent failure to wear your ID badge or excessive loss or damage to cards may lead to disciplinary action. Excessive loss of your ID badge may also result in a \$10 fee assessment by the City for a replacement.

Upon termination, retirement, or suspension, employees are required to return ID badges to Human Resources.