

Richfield Public Schools

Identification/Access Card Guidelines

All District regular employees shall receive identification cards which grant door access to their respective building(s). The card provides building entry during the access hours assigned for your position. Regular access hours have been established as 6:00 AM to 9:00 PM on Monday through Friday, with some positions having limited access based on work hours. All buildings will be closed on weekends and on District holidays.

Entrance rights at other times will be limited and granted only to those requiring routine access to buildings outside of the regular access hours. Contact your supervisor if you need routine access outside of the regular hours.

The assigned access cards are property of the District and the following guidelines will be enforced:

- Employees are required to ensure their identification/access card is worn and visible at all times while on school district property.
- Employees are responsible for the security and safekeeping of their identification/access badge.
- Any lost or stolen cards must be reported to your supervisor and the Human Resources Department immediately. A \$10 fee will be imposed for the replacement of lost or stolen access cards and may be deducted from your pay.
- If employment with the District is terminated for any reason, the employee must return their access card on their last day of work. Failure to return this card upon termination of employment will result in a \$10 deduction from the last paycheck issued by the District.
- Additional fees may be assessed for triggering the security alarm system while accessing the building during special access times (non-business hours).

I have read and understand the above guidelines regarding District issued door access cards.

Print Name

Signature

Date