



# TOWN OF GREENWICH

Office of the First Selectman  
Town Hall  
101 Field Point Road  
Greenwich, CT 06830

## **EMPLOYEE ACCESS & IDENTIFICATION BADGE POLICY**

### **PURPOSE**

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The purpose of this policy is to provide clear standards, controls, and expectations regarding employee access and identification badges. Safety and security is a shared responsibility and requires cooperation from Town leadership, all employees, and the public.

### **SCOPE**

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This policy applies to all Town employees (including seasonal), excluding the Perrot Library and the Board of Education. The Board of Education manages access and identification cards through GPS Procedure E-051.38.

### **POLICY**

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It is the policy of the Town of Greenwich to issue employees building access and identification badges. All employees will use and display access and identification badges (herein "badge") in accordance with this policy. Building, Construction, and Maintenance (BC&M) is responsible for the issuance, management, and deactivation of all badges, with support from Human Resources (HR) and Department Heads. BC&M maintains an active listing of all badges and permissions. While BC&M creates badges for Greenwich Library, the Nathaniel Witherell, and Police, they do not manage access and badge programming or employee identification requirements for those facilities.

#### **1.0 Approval, Issuance, and Termination**

Upon hire, all full-time and part-time employees shall be issued a badge by BC&M. The badge contains, at a minimum, the employee's full name, photograph, job title, department/office assignment, and the official Town seal. All badges are the property of the Town and must be returned upon separation of service.

At the time of hire, HR will provide the employee with the *Access and Identification Badge Approval Form* to complete. The employee will return the signed form to HR, who will notify BC&M. The employee will schedule time to get a badge no later than one week after starting their position.

When an employee separates from service with the Town, the employee's Department Head is responsible for collecting the badge and keys, notifying HR, and promptly notifying BC&M to deactivate the badge. The badge will be returned to BC&M for destruction. If an employee transfers from one department to another, they must follow the same process outlined for termination and hire.

## **2.0 Badge Permission Access Levels**

Employee badges have the following access permission levels:

- Level 1: Restricted – Master Key Access
- Level 2: Monday through Friday, 6am - 9pm; Sat, Sun, Holiday 8am - 5pm
- Level 3: Monday through Friday, 6am - 9pm
- Level 4: Monday through Friday, 7:30am - 9pm

Level 4 is standard access granted to all employees. Additional access by level or location can be granted to specific employees upon written request to BC&M by the Department Head. Police, Greenwich Library, and Nathaniel Witherell badges are programmed with Level 4 Town Hall access. Those departments manage and program their own facility access once the badge is created. GEMS, Perrot Library, and BOE make their own badges and trade badge information to apply access to each other's facilities.

## **3.0 Employee Responsibilities**

While in Town Hall or acting in an official capacity, all employees must clearly display their badge at all times, unless in an official sanctioned uniform. Uniformed employees, or employees operating in the field, shall carry their identification at all times in a manner in which it does not interfere with their responsibilities. The badge shall be used as identification if requested by a member of the public or another Town employee.

Sharing or loaning badges is prohibited. Badges shall not be used to grant access through secured entrances to non-authorized individuals and should not be left in desk drawers or unsecure areas. Employees should never swipe another employee's badge when using as a timecard.

Employees are responsible for immediately reporting to BC&M the loss of their badge, who will promptly de-activate the card. Replacement of badges for any reason (such as loss, name change, or transfer) follows issuance instructions outlined in Section 1.0 of this policy. Supervisors must not correct employee timecards due to badge loss until they have instructed the employee to get a replacement badge. Violations of this policy will be cause for corrective or disciplinary action.

## **4.0 Elected Officials, Volunteers, and Temporary Access**

Board of Estimate and Taxation (BET) and Planning and Zoning Commission members will be issued a standard level 4 access badge active for the duration of their term. The Finance Department is responsible for coordinating and approving the issuance and deactivation of BET badges, and P&Z Director for the P&Z Commission. All badges will be scheduled to deactivate at the end of current term and if members are returning for a new term, Finance/P&Z Director must notify BC&M. Badges must be returned to the Town when departing the BET/P&Z Commission.

Contractors, volunteers, and seasonal employees who are performing ongoing work for a department may be issued a temporary badge. The sponsoring Department Head must make a request in writing to BC&M. Temporary cards are part of a numbering system and have a large red number on the badge. Access will not be granted for longer than 90 day intervals. The sponsoring department must collect the temporary badge at the end of service. Contractors, volunteers, and seasonal employees should clearly display their badges, unless it interferes directly with their work. On rare occasion, the First Selectman may request special temporary badges for individuals serving the interest of the Town.

## **5.0 Annual Review of Access and Identification Badges**

To maintain a valid database, BC&M performs an annual review of each department and their employees who have been issued badges. During the annual review, departments will be issued a list with the name of each employee who has an active badge. Department Heads are asked to review each name and verify their employment status. If a name appears on the list that is no longer in the department's employ, the Department Head will immediately notify BC&M. The badge for the former employee will then be deactivated. Reviewed and revised reports should be signed and dated by the Department Head and returned to BC&M by the specified due date.



**TOWN OF  
GREENWICH**

Department of Human Resources  
Town Hall  
101 Field Point Road  
Greenwich, CT 06830

**HR APPROVAL**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Access and Identification Badge Approval Form**  
*Employees Must Complete Form and Return to HR*

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Employment Status: \_\_\_\_\_  
*\*Full Time, Part Time, Temp, Seasonal, BET/Elected Official, or Other. If other than FT/PT, include end date.*

**Must Check Each Box to Acknowledge:**

- I have received and read the *Employee Access and Identification Badge Policy*.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**Department Head Must Complete:**

- I approve the issuance of an access and identification badge to this employee

**Permission Level (Check One)**

- Level 2: Monday through Friday, 6am - 9pm; Sat, Sun, Holiday 8am - 5pm  
 Level 3: Monday through Friday, 6am - 9pm  
 Level 4: Monday through Friday, 7:30am - 9pm (Standard Access)

*\*Level 2 or Level 3 access should only be requested if required to complete employee's regular responsibilities.*

Is this request to replace a badge? \_\_\_\_ y/n

If yes, state reason for badge replacement: \_\_\_\_\_

*\*For Example: Lost Badge, Name Change, Title Change, Department Transfer*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_