

Reference : HUMAN RESOURCES
Section : WORK RULES
Title : EMPLOYEE IDENTIFICATION BADGES
Policy Number : 04-05-07
Issue Date : 12/12/2005
Revision Date : 12/21/2020

I PURPOSE

The purpose of this policy is to establish employee identification requirements. In light of the increased security awareness a new program has been established to raise the level of security on our properties. New technology allows the identification badge to be used on the latest fare collection devices via magnetic strip coding and building access systems via proximity sensor.

II POLICY

This policy applies to all full time and part time NFTA and Metro personnel.

1. Each person that enters the employee area of the MTC must wear and continuously display on his/her outermost garment a NFTA/SIDA issued identification badge (ID).
2. NFTA/SIDA issued identification badge holders must be alert for any unescorted individuals within the secure area of the MTC who are not displaying a visitor badge. Any such person observed should be immediately reported to the Transit Police at 716-855-6405.
3. Any employee who has his/her NFTA/SIDA issued identification badge lost or stolen must immediately report the incident to their supervisor and the Transit Authority Police Department at 716-855-6405.
4. Should an employee lose their NFTA/SIDA issued identification badge (ID) are subject to replacement fees a charge of \$25.00 will be required prior to the issuing of a new badge. (SIDA badge \$75.00 charge). In the event an employee loses their employee identification badge or the pass malfunctions, a replacement badge will be issued by the Human Resource Department
5. Badge holders must only conduct escorts for an operational need which supports their assigned duties.
6. All employees must use their NFTA/SIDA issued identification badge (ID) to access an NFTA control point. Upon granted access the employee will be directly responsible for that controlled access point while it is unsecured.
7. ID badge holders are reminded to not release control of their ID media to any unauthorized individuals.
8. ID badge holders are reminded to immediately report any suspicious activity related to their access ID badge to the Transit Police at 716-855-6405.
9. Any employee who reports to work without his/her employee identification badge must immediately report to his/her immediate supervisor or designee and receive a temporary badge. The employee must return the temporary badge to his/her immediate supervisor or designee at the end of his/her shift or immediately prior to leaving the property. To access any Company property, the employee will be required to produce photo identification in addition to the temporary badge.