

## Identification Badges

All employees, volunteers, students, and contractors are issued an identification/access badge. The badge is used for multiple purposes including:

- Identification
- Payroll – *see pg. 30 in the Employee Handbook*
- Entry Access into secured areas
- Cafeteria Charges\*
- Miscellaneous Purchases\*

*\*applicable to employees only*

In the event a new badge is requested due to name change, destruction of badge, or because a badge was misplaced they will be charged a \$10 replacement fee. For employees, this fee may be paid via payroll deduction. This fee is not applicable when a new badge is issued due to a change in job title or department.

The badge is the property of Guadalupe Regional Medical Center and must be surrendered at the time of separation.

I acknowledge receiving my identification badge. I acknowledge that I have read and will comply with the above policies.

Failure to adhere to these policies can result in documented performance counseling up to and including termination.

## Facility Access

For the safety of our patients and protection of confidential information, designated areas of the Medical Center are protected with a secured entry. Entry into these areas is granted through activation of your Identification Badge as approved by your Supervisor. You are not allowed to let someone else use your badge to gain entry/access into a secure area.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

HR use only:

\_\_\_\_\_ Employee

\_\_\_\_\_ Volunteer

\_\_\_\_\_ Student

\_\_\_\_\_ Contractor