



Identification Badges 3002

Effective Date:	12/1/1998
Last Review Date:	2/17/2023
Next Review Date:	12/1/2023
Section:	Administrative – Health System, Fire and Safety
Sponsor:	Director, Human Resources
Executive Approval:	Chief Human Resources Officer

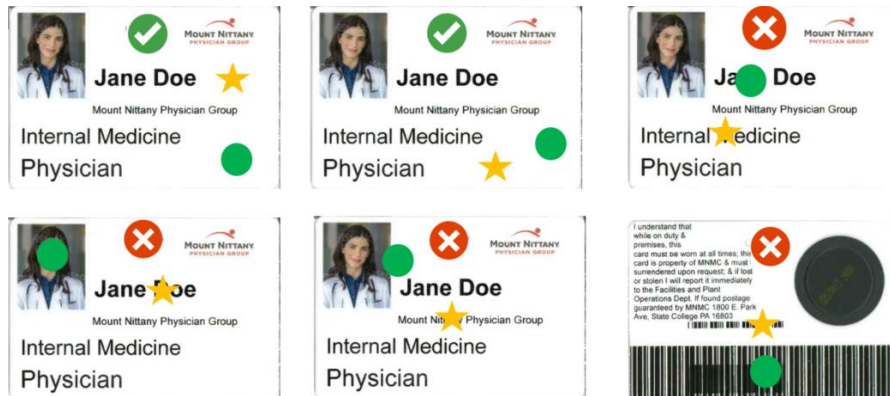
Process:

1. All current employees, volunteers, contract workers, medical staff, consultants, faculty, and students must have and wear identification badges. Human Resources when notified will issue Identification badges to new employees and also when an employee transfers to a new position or has a change of name. Education will notify Human Resources in advance of any students.
2. For purposes of security and patient confidence, the identification badge must be worn at all times. (Exception: when the badge clearly presents an unusual hazard such as a code Silver/Grey response).
3. During a disaster, employees traveling to their assigned work location may be required to identify themselves. The identification badge shall be taken home at the end of each shift. The badge will allow the traffic-controlling officer to identify the individual as a member of the Mount Nittany Health team.
4. The badge is required to be worn at all times with the name and picture clearly visible. The badge must be worn in the "target zone" as shown on the photo on the attached model. The "target zone" is between the diaphragm and the neck. A "coded page" badge must be worn behind the name badge at all times as well to reference when codes are announced.
5. *No unauthorized stickers or pins are allowed on the Identification Badge. The badge also functions as a key card. Putting a pin, sticker or any other objects on the identification badge will damage it, and there will be a cost to replace the badge.
6. Authorized stickers – MNH issues two (2) approved stickers that can be added to your ID badge. For public health reasons, the two authorized stickers reflect an employee's vaccination status:
 - a. COVID-19 (Policy #6065)
 - b. Influenza (Policy #311)



Once your vaccination status has been updated with Employee Health department, the respective sticker will be provided to you for display on the ID badge.

Place the sticker on your ID badge next to your photo or your name and credentials. **DO NOT** put the sticker on the side with the magnetic stripe as it will impair your ability to swipe your card.



7. Identification cards that are damaged during the performance of work will be replaced by Mount Nittany Health with no cost to the employee. Cards changed or replaced because of governmental rules or regulations will be issued with no cost to employees. All other requests for replacement of identification cards (for example, lost, stolen, left at home, damaged outside of work) shall be at the employee's expense at a replacement cost of \$10.00 per card.

8. *The Identification Badge shall include the individual's full name on the front of the badge. Abbreviated professional designations may be used only when the designation indicates licensure or certification by a Commonwealth agency, as stated in Department of Health (DOH) regulations. Also included on the badge will be the employee's full title, name and department. **Those employees who wish to omit or conceal their last name, and has the same first name as another employee, will be differentiated on their identification badge by the department and job title.**

Employees may request to have their last name withheld from the employee badge for security purposes (per DOH regulations effective 8/31/2020). This request must be made to Human Resources.

A current photograph of the badge recipient will also be included. Badge photo must be updated every four years, as stated in Department of Health (DOH) regulations. Human Resources will notify the employee and their supervisor approximately 2-4 weeks prior to their photo being due with instructions on how to update their badge photo. Photos must be updated prior to the photo expiration date.

9. *In the event an identification badge is lost, forgotten or damaged, the individual is required to retrieve or replace the badge before reporting to work. This may result in an unexcused absence or tardiness.



10. New and replacement badges will be prepared in the HR Welcome Center at the Mount Nittany Medical Center on the basement level. Human Resources staff will be available to prepare badges from 7:30am until 4:00pm, Monday thru Friday. During off hours, when available, Security can be notified by calling Extension 7191 to prepare emergency replacement badges only.

11. Failure to comply with requirements of this policy will result in disciplinary action up to and including termination of employment.

12. Student and faculty ID badges are returned to the Education Department at the end of every academic semester.

References:

Target Zone

Signed by: _____
Director, Human Resources

Review Month: December

Reviewed: 10/81, 8/85, 10/85, 10/87, 8/90, 12/91, 1/93, 12/93, 1/95, 1/96, 1/97, 12/98, 12/99, 12/00, 12/01, 12/02, 11/03, 12/04, 12/05, 2/07, 12/07, 12/12, 12/15, 12/17, 12/18, 12/19

Revised: 8/90, 1/97, 12/99, 12/02, 12/03, 12/05, 12/08, 12/09, 1/12, 1/14, 12/14, 2/16, 12/20, 2/22, 2/23

*Moved to Health System policy – 2/8/2022

*denotes revision