

Employee ID Badges

Purpose

Employee ID badges will be used for identification purposes. Employees are required to wear their ID badge while on duty or at school events. For safety reasons, Elgin ISD's goal is for all employees to be visibly identifiable while on school premises. For increased safety, the following badge types have/will also be issued:

- Substitute teachers receive an employee ID badge
- Visitors receive a temporary badge from the Raptor system at the front office

Security Access

ID badges are also called proximity cards and will be used for security access. These cards can be placed in close proximity to a card reader on an exterior door to gain access (if authorized) to enter that door/building. Badges will replace all exterior door keys, with very few exceptions. Most exterior doors have badge readers and will be locked during normal school hours, with the exception of the front doors.

Lost Badges

If an employee loses their ID badge, they should immediately report it to:

- Human Capital office at phone (512) 281-3434 ext. 1200
- Maintenance and Operations office at phone (512) 281-9760

When a lost badge is reported, door access assigned to the badge will be turned off and a new badge will be issued. The first badge is free to all employees. All reprinted badges incur a \$5 fee.

Damaged Badges

Damaged badges should immediately be reported to the Human Capital office at (512) 281-3434 ext. 1200. All reprinted badges incur a \$5 fee.

Malfunctioning Badge Readers

Malfunctioning badge readers should immediately be reported to the Maintenance and Operations office at (512) 281-9760.

The Technology Department does not manage employee ID badges.

Frequently Asked Questions

- 1. What do I do if I am experiencing issues with building access?**
 - Call the Maintenance and Operations office at (512) 281-9760.
- 2. What do I do if I need access to additional buildings?**
 - Call the Maintenance and Operations office at (512) 281-9760. If you require access to a building that is not your “home campus”, your campus principal will need to approve this request.
- 3. What do I do if my card is not working at a certain door/card reader?**
 - Possible explanations could be:
 - A. You do not have access to that particular door/building
 - B. Your badge is damaged
 - C. The card reader is malfunctioning
- 4. Will my badge turn off the building’s security alarm?**
 - No. Employee ID badges will only unlock doors. Employees entering a school building will need to have their pin number to disarm the building’s security alarm. Call the Maintenance and Operations office at (512) 281-9760 for more information on security alarms.
- 5. What should I NOT do with my ID badge?**
 - Think of your ID badge as a key with your employee identification on it. If anyone gains access to a building with your badge, it can and will be linked to you.
 - A. Do not share your badge with anyone, not even other employees.
 - B. Do not give your badge to your spouse, friends, or children.
 - C. Do not give your badge to students.
- 6. What do I do if I have a question about the reprint fee?**
 - Call the Human Capital office at (512) 281-3434 ext. 1200.