# RED RIVER PARISH PUBLIC SCHOOLS

SAFETY AND SECURITY OFFICE

Employee Badge Agreement Form

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## Badge Agreement

Badge(s) issued is/are the responsibility of the receiving employee and under no circumstance subject for loan to a third party to **include student relatives;** NO EXCEPTIONS. If discovered an employee has violated this directive, their badge privilege will be discontinued and disciplinary action may possibly occur.

Immediately report the loss of your badge so that it may be deactivated. A $20 per badge administrative fee will be collected for any **lost or stolen** badge(s) in order to cover all expenses associated with the replacement of missing badge(s). Fee is payable to "Red River Parish School Board."

If any employee recovers the missing badge after purchasing a new one, return the recovered, deactivated badge to the Central Office where you will sign the "Badge Return" form.

**No employee shall have possession of more than one (1) badge.**

Employee is required to return all badge(s) in their name to 100 Bulldog Dr., Coushatta, LA., the School Board Administration building, and sign the "Badge Return" portion of this agreement form, prior to ending their employment.

Individuals who end their employment and fail to return the badge(s) they were issued, will have the $20 per badge administrative fee deducted from their final paycheck.

**By signing I acknowledge that I am aware of and understand this Badge Agreement.**

Employee Name: _____ _____

Print Signature

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Office Use Only

Human Resources: _____

Employee#: _____

Badge issue date: _____

Badge ID#: _____

Badge issued by: _____

***Please take this form to the Technology Department for badge to be activated.***

Activated by: _____