



# CITY OF KINSTON

## Personnel Policy

Subject:  City Identification Cards	Section:  Human Resources		Review Responsibility: Director of Human Resources		
	Policy #: 6	Effective Date: 1/1/2025	Rev. #: 1	Revision Date: 12/2/2024	Page: 1 of 3
	Supersedes: 1/22/1988	Prepared By: Tiffany Smith, HR Director	<i>TS</i>	Approved By: Rhonda Barwick, City Manager	<i>RB</i>

### 1.0 Purpose

To establish guidelines and standards for employee access to and use of a photo identification card for all employees while at work or when representing the City of Kinston in any official capacity, in an effort to provide a safe and secure workplace.

### 2.0 Departments Affected

All City employees in all departments

### 3.0 Policy

- 3.1 The policy and procedures described herein are intended for the safety and security of City employees. All employees are expected to fully comply with all provisions of this policy. Any employee who is found to be in violation of this policy may be subject to disciplinary action.
- 3.2 An employee occupying a position with the City of Kinston will be issued an official identification card upon employment and shall carry the identification card on their person while carrying out the business of the City of Kinston.

### 4.0 Procedures

#### 4.1 Issuance

New employees will be issued one (1) identification card that will contain a magnetic strip. The magnetic strip will be activated for access control upon initial issuance of the card by Human Resources. The identification card contains the employee's full name, photo, department assignment, and department logo on the front and the official City seal on the back.

If an employee transfers from one department to another, they must schedule an appointment with Human Resources for a new identification card to be issued.

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#### 4.2 Use of Card

Identification cards are the property of the City of Kinston and should be used only for identification purposes in conducting official City business and to provide location access to certain areas in City buildings using keyless entry.

#### 4.3 Programming

Each identification card will be programmed to have access to City Hall employee entrances during normal operating hours. Access to additional access controlled areas will be granted by the perspective departments.

#### 4.4 Responsibility

- 4.4.1 Identifications cards should not be shared with anyone.
- 4.4.2 Do not allow unauthorized individuals into any secure area.
- 4.4.3 Do not fold or bend identification cards.
- 4.4.4 Any lost or damaged identification cards should be reported immediately to the employee's supervisor, who is responsible for reporting the lost or damaged identification card to Human Resources.
- 4.4.5 Defective or worn cards should be turned into Human Resources for replacement. Defective cards or worn cards will be replaced at no cost to the employee. Lost or damaged employee replacement identification cards will cost \$5 per card and will be payroll deducted. Appendix A must be filled out, signed, and returned to Human Resources before a replacement identification card is issued.
- 4.4.6 Any lost identification cards that are found should be returned to Human Resources.

#### 4.4 Separation of Employment

- 4.4.1 Upon separation of employment, employees must turn in their identification card to their supervisor for destruction.
- 4.4.2 Supervisors are required to report all identification cards not turned in when employees separate to Human Resources immediately.



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Employee Number \_\_\_\_\_

Date \_\_\_\_\_

I, \_\_\_\_\_, hereby authorize the City of Kinston to deduct the below listed amount from my salary for the period indicated. I understand that if I should terminate my employment with the City, either voluntary or involuntary, the remaining amount, not previously recouped, shall be collected from my final pay.

Deduction Reason: Replacement Identification Card

Payroll Deduction Amount: \$5.00

Payroll Deduction Effective Date: / /  
(Must be the first day of a new payroll)

I have read or had read to me and understand the terms and conditions outlined above.

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

\*Please return all signed documents to Human Resources.