

MUNICIPALITY OF SIOUX LOOKOUT
ADMINISTRATIVE PROCEDURE NO. 3-30

SUBJECT: **IDENTIFICATION CARDS FOR EMPLOYEES**

SECTION: Personnel

APPLIES TO: All Employees

EFFECTIVE: November 16, 2005

30.1 All Municipality staff that frequently deal with the public outside of the Municipal Offices shall be provided with an Employee I.D. Card for identification purposes. Cards will be provided on a verbal request to schedule the date and time of photo(s), followed by a written request from the Department Head, with the following information:

1. Employee's name.
2. Employee's title.
3. Employee's Department.
4. I.D. Card to be signed by the Municipal Clerk for Building Officials and Inspectors.
5. I.D. Card should be re-issued every five (5) years.

Such written request is to be given to the Human Resource's Department 48 hours before the scheduled appointment time.

30.2 Identification cards, all keys and documents of the Municipality will be returned by the employee on resignation/ termination of employment.