

## Mackenzie County

<b>Title</b>	<b>EMPLOYEE IDENTIFICATION CARD</b>	<b>Policy No:</b>	<b>ADM019</b>
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<b>Legislation Reference</b>	<b>Municipal Government Act, Section 5 b)</b>
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### **Purpose**

To identify employees conducting County business.

### **Policy Statement and Guidelines**

All employees of Mackenzie County shall be given an identification card. This will allow the employee to be easily recognized by the public, especially in cases where the employee is required to enter private property.

Employees who are issued a clip-on identification card are required to wear the card at all times during working hours.

Employees who are issued a wallet identification card are to have the tag with them at all times and are required to produce the identification card upon request.

Upon termination the employee shall return all identification cards.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>Dec 18/98</b>	<b>98-390</b>
<b>Amended</b>		
<b>Amended</b>		

"J. Maine" (Signed)  
**Chief Administrative Officer**

"B. Bateman" (Signed)  
**Chief Elected Official**