



County of San Bernardino IDENTIFICATION CARDS

Identification (ID) Cards will be provided to all employees in regular positions. Such cards may include the employee's name, photo, employee ID, Job Code Title, and department.

Employees shall carry such cards at all times while engaged in County business and in connection with such business shall produce cards for inspection upon request to any County Officials.

REFERENCES

All Current County Consolidated Memoranda of Understanding (MOU)

GENERAL INFORMATION

Most County departments have an internal procedure for processing ID cards. *Refer to department guidelines for individual procedures.*

For departments who do not have internal procedures for issuing ID cards, Employee Benefits and Services Division-Human Resources (EBSD-HR) will take ID photos at New Employee Orientation (NEO). Employees must show photo ID prior to having photo taken. EBSD-HR will complete the information on the card, attach the photo and forward it to the department payroll specialist.

Employees who do not receive an ID card at NEO or need a replacement card, will be sent to EBSD-HR to have their photo taken any Monday or Wednesday between 8:00-10:00 a.m. EBSD-HR will furnish the ID card. Prior to sending the employee, the department payroll specialist will call EBSD-HR and provide the employees' name, Employee ID#, Job Code Title, and department name.

Employees who have a change in name or Job Code Title will be issued a new card at no charge upon surrender of previous ID card.

If an ID card is lost, damaged or stolen, EBSD-HR will collect a fee for a replacement card from the employee.

Employees shall surrender ID cards upon termination from County employment.

Refer to department guidelines for individual procedures

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Contact EBSD-HR to request an appointment and provide the necessary employee information
- ◆ Inform employees they must show a photo ID before their picture will be taken