

DIRECTIVE NUMBER 300-12-12

DATE: February 14, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Issuance of Agency ID Badges

1.0 Purpose

1.1 KDOL employees who are issued agency ID badges shall wear them at all times when in an agency office or building. ID badges provide clear identification of employees and contractors and increase personal and internal security. Additionally, most KDOL offices in Topeka now utilize ID badges for facility access.

2.0 Procedure

2.1 Supervisors should contact HR (human.resources@dol.ks.gov or at 296-5000 ext. 2565) to request ID badges for new employees prior to the first day worked. Arrangements will be made to have the employee's ID photo taken as part of the HR first-day orientation process and the badge will be issued with appropriate facility access. Employees in locations outside of Topeka will receive ID badges as soon as arrangements can be made.

2.2 Lost or stolen ID badges should be reported immediately to HR. This is extremely important for those badges that are also used for building access.

2.3 Agency ID badges are the property of KDOL and must be turned in by the employee (or the employee's supervisor) at the end of employment or upon transfer to another State agency.

2.4 ID badges for contractors will also be issued through the HR office.

3.0 Revision History

3.1 April 2016

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: None	Expiration Date: Continuous
-------------------	-----------------------------