



Building Partnerships for Tomorrow

**Union County Educational Services Commission**

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**Employee Acknowledgement of Identification/Building Access Card**

- I understand that I am responsible for displaying my identification card in a visible location on my person at all times and locations while working for Union County Educational Services Commission.
- I understand that the identification card can only be used to access the building during approved contractual work hours and unauthorized entry to the building is subject to disciplinary action (45 Cardinal Drive)
- I understand that the use of the identification card is non-transferable and all visitors must report immediately to the receptionist prior to entry to the building.
- I understand that I am responsible for immediately notifying a building administrator in the event of a lost/missing/stolen identification card to ensure timely deactivation of building access. (45 Cardinal Drive)
- I understand that I am responsible for payment of a \$10 replacement fee to Barbara Jones in the Superintendent's Office in the event of a lost/missing/stolen identification card.
- I understand that the Commission will provide a one-time free replacement of damaged identification cards. All subsequent damaged identification cards will be subject to the \$10 replacement fee.
- I understand that I am required to return the identification card immediately upon separation of employment from Union County Educational Services Commission.

Staff Member Name: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

School/Department: \_\_\_\_\_

Date: \_\_\_\_\_

A replacement identification/building access card may be issued to the above staff member.

Amount Paid/Date: \_\_\_\_\_ Signature: \_\_\_\_\_

[Type here]