



**COLLIERVILLE
SCHOOLS**

SCHOLARSHIP · INTEGRITY · SERVICE

Human Resources and Special Services

146 College Street | Collierville, TN 38017-2625 | Phone: 901.286.6376 | Fax: 901.861.4940

Website: www.colliervilleschools.org

EMPLOYEE IDENTIFICATION BADGE AGREEMENT

- Badges are the property of Collierville Schools.
- Badges are mandatory and must be worn at all times during Collierville Schools work hours or while on Collierville School's properties.
- Badges must be returned to employee's immediate supervisor upon retirement and/or resignation or if on a leave of absence. The final paycheck will be withheld pending return of the badge.
- Badges are initially furnished at no cost.
- Lost or stolen badges must be replaced at a cost of \$25.00 to the employee.
- Failure to adhere to the above procedure may result in disciplinary action.

I have read the foregoing and have been furnished a copy of the outline procedures pertaining to Collierville Schools' Employee Identification Badges. I also acknowledge that I have been furnished the required Employee Identification Badge.

Date

Employee Name (Please Print)

SSN

Position

School Location

Badge #

Witness

Revised: 9/11/14