

POLICY

Effective Date: 01/12/04

Approved By: Director of Facilities Management

POL-5700.05 WEARING FM IDENTIFICATION BADGES

This policy applies to all Facilities Management (FM) employees (full-time, part-time, and temporary personnel).

1. All FM employees will possess a department identification badge

All Facilities Management personnel will possess a current photo identification badge issued by the Western Washington University Card Office. The card will identify the name of the badge holder, the office or shop that they work in, and show clearly the Facilities Management emblem.

2. FM Identification Badges are required inside University Residence Halls

All Facilities Management personnel will wear and visibly display the Facilities Management Identification Badge when entering or working, in an official capacity, inside a Western Washington University Residence Hall. This will allow easy identification of FM personnel by residents of the halls and is consistent with requirements followed by Housing employees.

3. Wearing of FM Identification Badges is optional in other university locations

All Facilities Management personnel may wear and visibly display the Facilities Management Identification Badge when working, in an official capacity, anywhere else on Western Washington University premises. This will give each employee the flexibility to meet the needs of working in various types of spaces within the University.

4. Policy exceptions must be approved by FM Director

Exceptions to this policy must be approved by the Director of Facilities Management.