
TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2003-02

TO : ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

FROM: KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

SUBJ : POLICY REGARDING EMPLOYEE IDENTIFICATION BADGES

DATE: SEPTEMBER 9, 2003 (REVISED NOVEMBER 24, 2003) (REVISED FEBRUARY 12, 2024)

At a meeting of the Milford Board of Selectmen held on Monday, Monday, November 24, 2003, the Board of Selectmen voted to amend Paragraph 2 of the Policy Regarding Employee Identification Badges. This amended language appears below:

All employees of the Town of Milford will be issued an "Employee Identification" badge ("Badge") which shall contain at a minimum: Town of Milford logo, photo of the employee, employee name, department, and the Town seal.

The "Badge" must be maintained securely in the employee's possession when the employee is working. The "Badge" shall be offered as identification if requested by a member of the public or by another Town employee. Whether or not employees must wear the "Badge" in a visible location on their person during working hours shall be determined at the sole discretion of the Town Administrator or designee.

Unauthorized or inappropriate use of the "Badge" is prohibited and shall result in disciplinary action up to and including termination.

The Human Resources Director shall be responsible for issuing the "Badge" upon commencement of employment. Should a "Badge" be lost, damaged or destroyed, it should be immediately reported to the Human Resources Director.

The "Badge" shall contain accurate information at all times. Employees may request that the Human Resources Director re-issue their "Badge" – at no charge to the employee – to reflect a change in name or department. All "Badges" shall be returned to the Human Resources Director before a new "Badge" can be issued. The Town will replace lost, damaged or destroyed "Badges" one time at no cost to the employee. The employee will reimburse the Town in the amount of Five (\$5.00) Dollars for the cost of issuing subsequent "Badges."

All "Badges" are the property of the Town of Milford and shall be returned to the Human Resources Director during the exit interview or upon termination of employment if no exit interview is warranted.

Amended on 02/12/24 Approved on _____

Chairman

Vice Chairman

Selectman

Selectman

Selectman

Selectman

EFFECTIVE DATE: September 8, 2003, November 24, 2003 and February 12, 2024