

DELAWARE COUNTY

| Subject | Effective | Supersedes | This Sheet | Total |
|--|------------------|-------------------|-------------------|--------------|
| Proximity Fobs & I.D. Cards | 5/9/2011 | 6/28/2004 | 1 | 2 |

1.0 Purpose

To provide a procedure for the initial assignment and the replacement of I.D. cards and proximity fobs.

2.0 Scope

All Delaware County employees.

3.0 Distribution

To all Delaware County employees.

4.0 Definitions

Proximity fobs and I.D. cards are County property that are provided to current employees as identification and for access privileges to certain County facilities.

5.0 Policy

1. This policy applies to all Delaware County employees that are issued a proximity fob that provides door access to Delaware County buildings and facilities.
2. Proximity fobs will be programmed to allow employees into areas within the control of their respective appointing authorities and/or work requirements.
3. All employees requiring a proximity fob for building access shall be issued an ID card and a proximity fob through the Human Resources Department. An employee will be issued a proximity fob only with the approval of that employee's Appointing Authority or Director. This approval may be given on the Employee Action Form at hiring or on official/departmental letterhead and must contain the signature of the Appointing Authority or Director of the Office/Department.
4. Employees should contact the Human Resources Department immediately to replace lost, stolen or damaged proximity fobs. The Human Resources Department will issue a replacement proximity fob only with confirming approval of the employee's Appointing Authority or Director.
5. If, at no fault of the employee, a proximity fob should stop working, the Human Resources Department will issue a new fob to the employee at no charge. The old fob is to be returned to Human Resources before a new one will be issued.

6. One proximity fob will be issued by the Human Resources Department at no charge. If the fob is lost, stolen or damaged within one year from the issue date, the employee will be charged \$8.00 for a replacement proximity fob.

7. If an employee loses or damages their I.D. card a new I.D. card will be issued at no charge to the employee.