

Reference: HUMAN RESOURCES
Section: WORK RULES
Title: EMPLOYEE IDENTIFICATION BADGES
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I. PURPOSE

The purpose of this policy is to establish identification requirements for the employees of Niagara Frontier Transportation Authority and the Niagara Frontier Transit Metro System, Inc. (collectively referred to as "NFTA" or "Authority"). These requirements provide the NFTA with the ability to secure the facilities by restricting access to authorized personnel.

II. POLICY

This policy applies to all full-time and part-time Authority personnel.

1. Each person that enters the employee area of any NFTA/Metro property must wear and continuously display on their outermost garment an Authority/SIDA issued identification badge (ID).
2. Authority/SIDA issued ID badge holders must be alert for any unescorted individuals within the secure area of the site who are not displaying a visitor badge. Any such person observed should be immediately reported to the Transit Police at 716-855-6405.
3. Any employee who has their Authority/SIDA issued ID lost or stolen must immediately report the incident to their supervisor and the Transit Police at 716-855-6405.
4. Should an employee lose their Authority/SIDA issued ID, they are subject to an ID replacement fee of Twenty-Five Dollars (\$25.00) which is required prior to the issuance of a new badge. (SIDA badge reissuance fee is Seventy-Five Dollars, (\$75.00)). In the event an employee loses their ID or the pass malfunctions, a replacement badge will be issued by the Human Resource Department.
5. Badge holders must only conduct escorts for an operational need which supports their assigned duties.
6. All employees must use their Authority/SIDA issued ID to access an Authority controlpoint. Upon granted access, the employee will be directly responsible for that controlled access point while it is unsecured.
7. Employees shall not be allowed to "Piggyback" employees or visitors as they enter an Authority control point including, but not limited to, the MTC Office Tower. Piggybacking is when one person (employee or visitor) gains access to a restricted area properly and is followed through the access point (door, elevator, or gate) by another employee, person or persons that do not gain access properly.
8. ID holders are reminded not to release control of their ID credentials to any unauthorized individuals.
9. ID holders are reminded to immediately report any suspicious activity related to their access ID to the Transit Police at 716-855-6405.
10. Any employee who reports to work without their ID must immediately report to their immediate supervisor or designee and receive a temporary badge. The employee must return the temporary badge to their immediate supervisor or designee at the end of the employee's shift or immediately prior to leaving the property. To access any Authority property, the employee will be required to produce photo identification in addition to the temporary badge.
11. Violation of this policy will result in corrective action up to, and including, discharge.