

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

304-AR-8. REQUIRED RECORDS FOR NEW EMPLOYEES

Sufficient records will be maintained to document an employee's qualifications for the position s/he holds, compliance with federal and state laws, eligibility for employee benefit programs and conformance with Board policies and district administrative regulations.

A checklist will be maintained for each new employee noting and detailing the receipt of the required employment documents. The checklist will include, at a minimum, the following records:

- _____ Employee name and address.
- _____ Effective date of employment.
- _____ Position posting or vacancy advertisement. If there was no position posting or vacancy advertisement, a note should be placed in the file.
- _____ Application for employment.
- _____ List of interviewers and interview notes, documents.
- _____ Reference checks.
- _____ Copy of School Board minutes or a reference to meeting date when Board approved employment.
- _____ Professional certification, where required.
- _____ Transcripts, where required.
- _____ Child Abuse History Clearance.
- _____ State and Federal Criminal Background Checks. If hired on a provisional basis, a note should be placed in the file.
- _____ Arrest or Conviction Report (PDE-6004).
- _____ Employment contract, where applicable.
- _____ Statement of financial interest, where required.
- _____ I-9 Immigration and Naturalization Form.
- _____ Copy of driver's license, when required to drive motor vehicle as part of employment.
- _____ Proof of auto insurance, when required to drive personal vehicle as part of employment.
- _____ Form W-4.
- _____ Earned Income (Wage) Tax.
- _____ Benefits enrollment forms and associated documentation.
- _____ Life insurance beneficiary form.
- _____ New employee pension/Social Security classification.
- _____ School personnel health form.
- _____ Acceptable Use and Technology Policies.

The district must keep evidence of the employee's pre-employment physical examination and results of the tuberculin test in a separate file.

Twenty (20) days after the effective date of hire, the Personnel Office will send notice to new employees who have not submitted all the required documents. The notice will remind the employee that failure to submit required documents prior to the 30th day of employment will lead to his/her suspension without pay, and will note the exact date they are due. The employee may be subject to termination proceedings as provided by law.

Thirty-one (31) days after the effective date of employment, a final notice will be sent to those employees who failed to submit all required documents. Employees will be subject to discipline.