

REQUIRED PERSONNEL RECORDS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised August, 1976 Revised October, 1979 Revised August, 1984 Revised June, 2006 Revised August, 2008	Personnel Records

It is the policy of School District No. 25 to perform criminal history checks as required by Idaho Code. Employees shall pay the cost of the criminal history check and fingerprinting. Employees must complete the fingerprinting process not later than the sixth week of their employment or they will be terminated.

It shall be the responsibility of each employee of School District No. 25 to submit the following material to the Human Resources Department to be filed in his/her personnel file.

- A. TRANSCRIPTS OF CREDITS
 All certificated employees and classified employees whose positions require a degree, must have on file a complete set of official transcripts not later than the third week of employment.

- B. BIRTH CERTIFICATE
 A birth certificate must be submitted no later than the third week of employment. If a birth certificate cannot be obtained, the Human Resource office should be contacted for a list of possible alternatives.

- C. WITHHOLDING TAX STATEMENT
 Every employee of the District must fill out a Withholding Tax Statement (W-4). Federal income tax and state tax deductions will be withheld according to this statement. It is the responsibility of the individual employee to make any corrections or changes that occur during the time of his/her employment in School District No. 25.