

REQUIRED PERSONNEL RECORDS

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised May, 1980 Revised August, 1984 Revised February, 1991	Birth Certificate Photo Records Tax Exemption Transcript

It shall be the personal responsibility of each classified employee of School District No. 25 to submit the following material to the Director of Personnel at the Education Center to be filed in his/her personnel file.

BIRTH CERTIFICATE

A birth certificate must be submitted by all classified employees not later than the third week of employment. The United States Census record may be used in lieu of a birth certificate.

TRANSCRIPT OF CREDITS

All classified employees whose classification for salary and/or assignment purposes is dependent upon college, in-service or Career Development Training must submit an official transcript of credits or other verification of credits earned not later than the third week of employment.

PHOTOGRAPH

All classified employees must have a current photograph on file with the Director of Personnel at the Education Center not later than the third week of employment.

WITHHOLDING TAX STATEMENT

Every classified employee of the District must fill out a withholding tax statement and see that it is filed in the business office of the School District.

Federal income tax and state tax deductions will be withheld according to this statement.