

PERSONNEL

GENERAL PERSONNEL- New Hire Personnel File Requirements - Compliance

A new employee is expected to complete his/her personnel file with required documentation related to such things as payroll, previous work experience, health, immigration, transcripts, etc. (The complete new hire checklist is exhibited in Procedure 500.37R).

Failure of an employee to comply with this policy and the deadlines listed in Procedure 500.37R may lead to work stoppage with no pay. Each deadline has a consequence as listed in the Procedure 500.37R.

Regional Office of Education department heads and hiring administrators/supervisors are responsible for answering questions and assisting the new employee with the completion of the forms during orientation.