# PERSONNEL 03.121 AP.22

‑ Certified Personnel ‑

~~Personnel Documents~~

Employee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position/Work Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requirements

Employment shall be contingent upon meeting all requirements (state and local) for the position. Employees shall provide the following documents to the Central Office.

**PERSONNEL FILE DOCUMENTS:**

* **TEACHING CERTIFICATE**: An official copy of the certified staff member's certificate or a cover letter that is valid for the current year from the Department of Education, Division of Certification.
* **TRANSCRIPTS: Official copies of college/university credits and standardized test results.**
* **APPLICATION (including references, a list of states of former residence and dates of residency, and picture identification)**
* **SIGNED CONTRACT (with letter of notification of employment)**
* **RANK STATUS**: Verification of current Rank Status.
* **VERIFICATION OF EXPERIENCE:** Verification from each school district or the Kentucky Department of Education for which there is past teaching or administrative experience. (This must be on file before salary can be received based on that experience). Central Office personnel will write for verification after the names of the school districts have been provided.

Personnel records also may include the following; documentation of personnel actions (promotions, transfers, demotions, nonrenewals, terminations), Board Policy Acknowledgement, Professional Code of Ethics Acknowledgement, Receipt of Employee Handbook and other annual documents.

* **~~HEALTH CERTIFICATION:~~** ~~Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by~~ [~~702 KAR 001:160~~](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/001/160.htm&requesttype=kar)~~. Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.~~
* **~~MEMBERSHIP APPLICATION TO THE TEACHERS' RETIREMENT SYSTEM:~~** ~~Each regular full time certified employee must file a membership application with teacher retirement if they are not already a member or if they have previously withdrawn their account.~~
* **~~TAX WITHHOLDING EXEMPTION CERTIFICATES~~**~~: Each employee is to complete a copy of Form K‑4 (State) and Form W‑4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)~~
* **~~VERIFICATION OF TRANSFERABLE SICK LEAVE~~**~~: Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes. There cannot be a break in service for sick leave to transfer.~~

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#  (Continued)

~~Personnel Documents~~

Requirements (continued)

**CONFIDENTIAL FILE DOCUMENTS:**

* **CRIMINAL RECORDS CHECK FORM:** Required by state. Form will be mailed to the State Police by Central Office personnel. New certified employees must be fingerprinted at the Central Office.
* **ADMINISTRATIVE OFFICE OF THE COURTS RECORD CHECK:** Required by state.
* **LETTER FROM CABINET FOR HEALTH AND FAMILY SERVICES:** Applicants (hired on or after April 4, 2018) must provide a letter from the Cabinet for Health and Family Services stating that there are no administrative findings child abuse or neglect on record.
* **DRIVING RECORDS CHECK FORM:** Required by the state for all bus drivers and by the District, if applicable for other certified personnel. Form will be mailed by Central Office personnel to the Kentucky Transportation Cabinet, Division of Driver Licensing.
* **I-9 FORM:** Required by federal law to determine eligibility for employment in the United States.
* **~~CAFETERIA BENEFIT PLAN APPLICATION, if applicable~~**~~: Must be completed by every full‑time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)~~

~~Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).~~

~~Review/Revised:7/20/2020~~

**MEDICAL FILE DOCUMENTS:**

* **HEALTH CERTIFICATION:** Each employee, including substitutes, must have a medical examination, which shall include a tuberculin risk assessment, prior to initial employment, and proof shall be filed with the Central Office. Individuals identified as being at high risk for TB shall be required to undergo a tuberculin skin test or a blood test for Mycobacterium tuberculosis (BAMT) as required by [702 KAR 001:160](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/001/160.htm&requesttype=kar). Health certification records shall also include results from Hepatitis B vaccinations, if the position so requires.
* **MEDICAL INSURANCE FORMS**
* **LIFE INSURANCE FORMS**
* **OTHER DEDUCTIONS**
* **DIRECT DEPOSIT AUTHORIZATION**

**FINANCIAL FILE DOCUMENTS:**

* **MEMBERSHIP APPLICATION TO THE TEACHERS' RETIREMENT SYSTEM: Each** regular full-time certified employee must file a membership application with teacher retirement if they are not already a member or if they have previously withdrawn their account.
* **TAX WITHHOLDING EXEMPTION CERTIFICATES**: Each employee is to complete a copy of Form K‑4 (State) and Form W‑4 (Federal) for their file. (New certificates must be completed any time the employee makes a change in the number of exemptions claimed or the amount to be deducted.)
* **VERIFICATION OF TRANSFERABLE SICK LEAVE**: Certified employees may transfer days of accumulated sick leave from one Kentucky district or the Kentucky Department of Education to another Kentucky district when place of employment changes. There cannot be a break in service for sick leave to transfer.
* **CAFETERIA BENEFIT PLAN APPLICATION, if applicable**: Must be completed by every full‑time employee of the School District. (This is usually done shortly after the opening of school by a person who visits each school to have the forms completed.)

**Financial records may also include**: Worker’s Compensation, Medical Leave, Social Security Statements, 403b Participation, and Salary Notifications.

**OTHER FILE DOCUMENTS:**

* **EVALUATION DOCUMENTS**
* **DISCIPINARY ACTIONS**
* Review/Revised:06/19/2023