



## **4110.1: PERSONNEL RECORDS**

Each employee is required to provide requested information to the District within the timeline as required by the District.

Prior to the District making a job offer each candidate must have placed on file in the Human Resources Office:

- 1. Application for employment**
- 2. Waiver for release of employment and criminal history information**

Prior to completing his or her third (3rd) day of work, each employee must have the following item on file in the Human Resources Office:

- 1. I?9 Employment Eligibility Verification**
- 2. W?4 Employee's Withholding Allowance Certificate**
- 3. Nebraska School Retirement System Form**
- 4. Health, Dental, Life, Section 125, 403(b), 457(b), payroll direct-deposit, and Long-term Disability enrollment forms**
- 5. Personal Information Form**
- 6. Valid Nebraska Teaching Certificate or Conditional Permit (certificated personnel only)**

Prior to the sixty-first (61st) calendar day following the employee's first day of work, each certificated employee must have the following items on file in the Human Resources Office:

- 1. All current and complete college transcripts**

Failure to provide any of the above documents within the specified time limit may result in disciplinary action up to and including termination of employment.

## **Date of Adoption**

**1974**

## **Date of Revision**

**November 16, 1987**

**March 2, 1992**

**December 7, 1998**

**April 5, 2005**

**April 16, 2018**

## **Related Policies and Rules**

**[4110: Personnel Records](#)**

**[4110.2: Personnel Records Retention](#)**

## **Legal Reference**

**Neb. Rev. Stat. §36-213; 36-213.01; 79-801; 79-802 92 NAC 10; 92 NAC 21 Immigration Reform and Control Act 1986**

**Americans with Disabilities Act of 1990**