

FARIBAULT PUBLIC SCHOOLS  
Faribault, Minnesota

Staff Personnel  
Series 400

**EMPLOYEE PERSONNEL FILE REQUIREMENTS**

Policy No. 401.6

**I. PURPOSE**

The purpose of this policy is to facilitate and expedite the maintenance of school district employee personnel files.

**II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment submit all documents within the timeframes specified in the Administrative Regulations.
- B. Normally an applicant will not commence employment until the school district receives all of the specified documents. The school district may conditionally hire an applicant pending completion of the documents, but shall notify the applicant that the applicant's employment may be terminated based on the results of the background check or inability to provide official documents.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to pursue procedures currently in place or other procedures to gain additional information concerning employees, applicant, volunteers, independent contractors and student employees.

May 24, 1999  
Date of Adoption

**EMPLOYEE PERSONNEL FILE REQUIREMENTS**  
**Administrative Procedures**  
 Policy 401.6

The following documents must be supplied to the personnel office within the timeframe listed below. The specified number of days is calculated from the date that the applicant is offered employment.

<b>DOCUMENT</b>	<b>TIMEFRAME FOR SUBMISSION</b>
Minnesota teaching license	90 days Licensed staff must submit a copy of their <i>Application for Minnesota Teacher/ Administrative Licensing</i> form prior to commencing employment
Employee application	Prior to interview
Reference letters and credentials	Prior to interview
Official college transcripts (if applicable)	30 days
Immigration form	30 days
Physical examination form	14 days
Payroll and benefits package	As soon as possible, but prior to commencing employment
Experience verification	30 days
*Criminal history background check	14 days
Affirmative Action survey	Optional

\*Note: The offer of employment shall be conditioned upon a determination by the school district that an applicant's criminal history background check does not preclude the applicant from employment with the school district.

Applicant shall not commence employment until conditional contract is approved by the Board of Education. Failure to provide documents in the timeframes specified could result in the following consequences:

- A. Prevention of employee being officially hired by the Board of Education.
- B. Prevention of employee receiving a contract.
- C. Prevention of employee accruing seniority.
- D. Termination of employment by the Board of Education.

Faribault Public Schools

**CONDITIONAL CONTRACT INFORMATION SHEET**

- New Teacher
- Recall
- Reinstated
- Change in Assignment
- Transfer
- Extended Contract
- Substitute

Name \_\_\_\_\_ Position \_\_\_\_\_

Subject area and grade \_\_\_\_\_ Building \_\_\_\_\_

Regular Teacher \_\_\_\_\_ Replacing \_\_\_\_\_

Administrator \_\_\_\_\_

Long-term substitute \_\_\_\_\_ Person returning \_\_\_\_\_

Salary \_\_\_\_\_ Salary Code \_\_\_\_\_

Formula used:

Lane \_\_\_\_\_ Step \_\_\_\_\_ Number of days \_\_\_\_\_

Based on \_\_\_\_\_ years of experience. Start date \_\_\_\_\_ End date \_\_\_\_\_

Additional provision and/or comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT: Issuance of an official teacher/administrative contract with School Board action is contingent upon receiving the following information:**

- Job application (prior to interview)
- Letter of application (prior to interview)
- Transcripts (30 days)
- Minnesota License or copy of *Application for Minnesota Teacher/Administrative Licensing* (90 days)
- Experience verification (30 days)
- Immigration form (30 days)
- Criminal background check (prior to employment)
- Physical examination form (14 days)
- Payroll and benefits package (prior to employment)
- TRA Information (prior to employment)
- Social Security Number (prior to employment)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommended by \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Director

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Personnel Director

**FOR OFFICE USE ONLY**

Date approved by Board \_\_\_\_\_ Date contract issued \_\_\_\_\_