

## **Personnel Records and Files**

Employees shall be required to furnish the following records for filing in a permanent personnel folder:

1. Current D.O.T. physical examination (bus drivers only)
2. Tax exemption certificate (W-4 form)
3. Public Employees' Retirement Association membership
4. Application for employment
5. Authorization for any other form of payroll deduction benefits
6. Form I-9 (employment eligibility verification)

Upon employment, a licensed employee must file:

1. The oath of allegiance required by law
2. A current Colorado teaching license or letter of authorization

Approved:           September 12, 1989  
Revised:            August 25, 1998  
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