

LICENSED EMPLOYEES: REQUIREMENTS

The following requirements must be met by all licensed employees, including substitute teachers, according to each item's description.

- A. **IOWA LICENSE** - A current valid Iowa license for the District-position held is required. The license MUST be filed in the Human Resources Office no later than the last day of the month of the employee's birthday. Renewal forms may be obtained from the Human Resources Office.
- B. **TRANSCRIPT OF CREDITS** - A complete official copy of college work (transcripts) MUST be on file in the Human Resources Office no later than the beginning of the person's contract year.
- C. **PRE-EMPLOYMENT PHYSICAL EXAMINATION** - All new employees MUST have a physical examination on file in the Human Resources Office prior to the beginning of the person's first day of work.
- D. **CHILD AND DEPENDENT ADULT ABUSE IDENTIFICATION AND REPORTING TRAINING** - This MUST be completed at time of license renewal and upon being hired.
- E. **RIGHT-TO-KNOW (HAZARDOUS CHEMICAL) TRAINING** - This MUST be completed once and is to be done shortly after District employment. This information shall be reviewed annually by the employee.
- F. **DISTRICT'S EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9)** - This MUST be completed when hired.
- G. **ASBESTOS MEMORANDUM** - Proof MUST be submitted indicating that it was reviewed.
- H. **SUBSTANCE-FREE POLICY** - Proof MUST be submitted indicating that it was reviewed.
- I. **BLOODBORNE PATHOGENS TRAINING** - Training MUST be completed during the first year of teaching. Refresher MUST be completed annually.
- J. **CHAPTER 103** – This training MUST be completed once and is to be done shortly after employment.
- K. **CONTACT INFORMATION** - Current contact information to include address and phone number MUST be on file in the Human Resource Office.

Employees not in compliance with the above requirements will be subject to disciplinary action which could include but not be limited to suspension without pay or termination.