

LICENSED EMPLOYEES: REQUIREMENTS

The following requirements must be met by all licensed employees, including substitute teachers, according to each item's description. These items shall be on file in the Human Resources Office.

- 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.
- 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 employee's first day of employment.
- 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 employee's first day of employment.
- D. **CHILD AND DEPENDENT ADULT ABUSE IDENTIFICATION AND REPORTING TRAINING** - This must be completed within six (6) months of initial employment and at time of license renewal.
- E. **EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9)** – Form must be completed within three (3) days of the employee's first day of employment.
- F. **ASBESTOS MEMORANDUM** – Form must be reviewed and signed prior to the beginning of the employee's first day of employment.
- G. **SUBSTANCE-FREE POLICY** - Form must be reviewed and signed prior to the beginning of the employee's first day of employment.
- H. **CONTACT INFORMATION** - Current contact information to include address and phone number must be on file in the Human Resource Office.
- I. **ANNUAL TRAININGS** as required by the district.

Licensed employees who do not have up-to-date files in the Human Resource Office will be considered for disciplinary measures to include but not be limited to suspension without pay or termination. All employees must have all requirements met and on file by the first day of their contract. This includes substitute teachers and teacher associates who wish to serve as a substitute teacher under substitute authorization.

It is the employee's responsibility to complete these requirements. It is against the law for the District to employ any person who has not met these requirements.