

PROCEDURES: Exhibit 401C

LICENSED EMPLOYEES: PERSONNEL FILE

Licensed employees shall have on file in the Personnel Office the following documents:

- a) current contact information to include address and phone number.
- b) a valid, current license showing the proper endorsement and approvals in the area(s) for which the person is assigned.
- c) a pre-employment physical exam.
- d) a college transcript and credentials showing all college and university degrees, classwork completed, and recommendations received.
- e) all other requirements as identified in Board Procedure 401A.

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.

07/24/07, 07/09/12