

CLASSIFIED EMPLOYEES: REQUIREMENTS

The following requirements are needed by all classified employees, according to each item's description.

- A. **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.
- B. **PHYSICAL EXAMINATION (Bus Drivers)** – Iowa law requires bus drivers to have an annual physical examination. This examination must be completed after June 1st but prior to the start of the work year.
- C. **CHILD AND DEPENDENT ADULT ABUSE IDENTIFICATION AND REPORTING TRAINING** – The initial training must be completed upon being hired or within six (6) months of the initial employment and must be completed every 3 years.
- D. **EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9)** – Form must be completed within three (3) days of the employee's first day of employment.
- E. **ASBESTOS MEMORANDUM** – Form must be reviewed and signed prior to the beginning of the employee's first day of employment.
- F. **SUBSTANCE-FREE POLICY** – Form must be reviewed and signed prior to the beginning of the employee's first day of employment.
- G. **CONTACT INFORMATION** – Current contact information to include address and phone number must be on file in the Human Resource Office.
- H. **ANNUAL TRAININGS** as required by the district.

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.

Reviewed: 07/24/07, 07/09/12

Revised: 1/23/17, 09/26/22