

CLASSIFIED EMPLOYEES: REQUIREMENT

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 person's first day of work.

B. PHYSICAL EXAMINATION - 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 hiring and MUST

be completed every 5 years.

D. RIGHT-TO-KNOW (HAZARDOUS CHEMICALS) TRAINING – This MUST be completed once and is to be done shortly after employment. This information shall be reviewed annually by the employee.

E. EMPLOYMENT ELIGIBILITY VERIFICATION FORM (I-9) - This MUST be completed when hired.

F. ASBESTOS MEMORANDUM - Proof MUST be submitted indicating that it was reviewed.

G. SUBSTANCE-FREE POLICY - Proof MUST be submitted indicating that it was reviewed.

BLOODBORNE PATHOGENS TRAINING - Training MUST be completed during the first year of employment and a refresher MUST be completed annually.

I. CHAPTER 103 – This training MUST be completed once and is to be done shortly after employment.

J. 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.

NOTE: Cross Reference 404A Teacher Associate Requirements.