

**NEW EMPLOYEE ORIENTATION
INITIAL PERSONNEL FILE CHECKLIST**

1304:52(K)(1)

New staff orientation will be provided for staff, regular volunteers and contracted consultants.

Central Office

- Application
- Criminal Record check (BCI)
- Tuberculin Test
- Aide Certificate Application (if applicable)
- Drug Testing (if applicable)

Treasurer's Office

- Tax Information/Direct Deposit
- SERS Information
- New hire reporting form
- Employment Verification
- Terrorist Form
- Single Funding Certification
- Insurance Forms

Head Start

- Parent Handbook/Resource Manual
- Goals and Underlying Philosophy of Head Start
- Method for Identifying and Reporting Suspected child neglect/abuse
- Methods for Child & Family Transition to & from Head Start
- Physical Examination
- Code of Conduct Statement
- Personnel Policies and Procedures
- Head Start Performance Standards
- Emergency Contact Information
- Job Description/Position Calendar
- School Year Calendar
- Non-Guilty, Non-Convicted Form
- Monthly Work Log

Relevant documentation including, but not limited to the following may be filed in the employee personnel file:

- Employee Reference Check
- Continuing Education documentation
- Employee Evaluation
- Employee Professional Development Plan
- Documentation of correspondence between employee & B.O.E. or Administration
- Medical Leave documentation will be submitted to the Treasurer's office along with the completed absence form

Certifications, Education (updates)

Non-guilty, Non-convicted Form (signed yearly)

CPR (2 yrs)

1st AIDE (3 yrs)

Abuse/Neglect (3 yrs)

Comm. Disease (3 yrs)

Blood. Path. (1 yr)

ODE CDA (3 yrs)

ODE FBI (Teacher=5 yrs) (TA= yrs)

ODE Aide Certificate (5 yrs)

ODE Bus Drivers Certificate (6 yrs)

ODE Teachers & Aides (15 hrs each year - Sept-Sept)

AUDIT CHECK/DATE

Employee Signature

updated 12/2010