

DANBURY PUBLIC SCHOOLS

Danbury, Connecticut

POLICY

PERSONNEL RECORDS

Adopted: 10/27/99

Policy No. 4-115.1

Page 1 of 1

The Superintendent of Schools, or designee, shall be responsible for completing and maintaining the personnel record of each employee which shall include the following:

Application

Written references

Health Examination Memo

Form W-4 Federal Withholding Allowance Certificate

Form CT-W4 CT Withholding or Exemption Certificate

Payroll Data Form

Convicted of a Crime Statement

U.S. Dept. of Justice Employment Eligibility Verification
(with supporting documentation)

Payment Plan

Employee Alcohol & Drug Abuse Policy Certification and Declaration

State Teachers' Retirement Beneficiary Designation - (certified staff only)

City of Danbury Pension Declaration with Birth Certificate
(non-certified staff only)

Copy of FBI and Connecticut Fingerprint Cards

CT Fingerprint Records Check