

## 6Hx19-2.08 REQUIRED EMPLOYEE RECORDS

The purpose of this Board Rule is to establish Board policy relating to records required to be provided to, and maintained by, the College for all employees.

College employees are required to complete certain necessary records and to submit required documentation as a condition of employment. Minimum necessary records are:

1. All employees receiving compensation from the College. (Student employees and designated temporary employees must complete some, but not all, of the following records. See Items 8 and 9 of this Rule for required student employee information.)
  - Completed Application, appropriate for the position
  - Completed Loyalty Oath
  - Completed Federal W-4
  - Copy of employees signed Social Security Card
  - Acknowledgement of Notification of Social Security number collection and usage
  - Verification of Employment Form (I-9) - (Must be completed within the first three (3) days of employment)
  - Florida Retirement System New Employee Certification Form
  - Drug-Free College Program Form (BPE-44)
  - Notification by Supervisor of OSHA Risk Category (Form BPE-49, Employee Acknowledgment of Exposure to Blood/Body Fluids.)
  - Managed Care Acknowledgment Form (BPE-61)
  - Statement of Understanding (BPE-15)
  - Dates and periods of employment
  - Complete and accurate records of all absences
  
2. Full-time employees and persons employed part-time in regularly established Positions  
Signed Fingerprint Waiver Agreement and Statement and criminal background check result report;  
  
Signed Release for the College to perform a Consumer credit check (for all Executive /Administrative Personnel and all those employees whose position involves the handling of College funds).  
  
Official transcripts of academic work (as appropriate)
  
3. All full-time employees and persons employed at least three-quarter time in regular salaried positions:
  - Insurance Enrollment Form

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4. Full-time employees, and persons employed part-time in regular salaried positions.
  - a. Instructional Personnel, Executive/Administrative, Managerial and Other Academic Personnel, and certain Managerial and Technical Personnel:
    - Signed contract
    - Verification of prior work experience (as appropriate)
  - b. All Personnel whose jobs require current unrestricted state licensure or certification (e.g., health, CPA, etc...) must maintain a copy in their personnel file in the Human Resource Office. On initial employment, Human Resources will collect, from the employee or licensing/certifying agency, a certified copy of the original license or certificate or other official documentation establishing that the employee holds a valid license or certificate. When a license or certificate is renewed, the immediate supervisor of the employee shall provide a copy of the license or certificate, together with appropriate documentation verifying the renewal, to Human Resources. Verification of renewals may be done through available internet resources or submission of an original document from the issuing agency certifying the validity of the license or certificate.
  - c. Custodial, Maintenance, Groundskeeping, and other personnel whose jobs require heavy lifting and as listed in Internal Management Memorandum #2-16.
    - Back X-ray statement, with an indication by a College selected licensed medical practitioner, that the employee appears able to perform tasks involving heavy lifting. This statement must be obtained **prior** to employee's beginning work.
5. All full-time and part-time personnel in regular-salaried positions and Other Personnel Services (OPS) personnel assigned to work in a health care agency:
  - Physical exam on employment and annual updates as required by affiliated clinical agencies
  - CPR Certification

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6. Adjunct instructors, college credit, college preparatory, and technical credit courses:
  - Signed contract, if compensation is involved
  - Official transcript of academic work, and/or copy of current license
  - Form IIN-25, Review of Transcript(s)/Materials to Qualify Adjunct faculty (completed by Supervisor etc., as form indicates)
  - Social Security Administration Form (SSA-1945)
  
7. Adjunct instructors, continuing education courses:
  - Signed contract
  - Copy of current license (if applicable).
  - Social Security Administration Form (SSA-1945)
  
8. Student employees:
  - Completed Loyalty Oath
  - Completed Federal W-4
  - Verification of Employment Form (I-9) - (Must be completed within three (3) days of employment)
  - Drug-Free College Program Form
  - Managed Care Acknowledgment Form (BPE 61)
  - Copy of employee's Social Security Card
  - Acknowledgement of Notification of Social Security number collection and usage
  
9. Part-Time Temporary Employees paid on Statement of Services Performed (BGE-4)
  - Completed Federal W-4
  - Verification of Employment Form (I-9) - (Must be completed within three (3) days of employment)
  - Copy of employees Social Security Card
  - Acknowledgement of Notification of Social Security number collection and usage

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10. The Director of Human Resources shall be responsible for the maintenance, storage and protection of such records and shall release information contained in such records only in accordance with applicable law.

Rule Adopted: 5/19/75; 8/25/75; 11/15/76; 9/17/79; 11/19/79; 5/19/86; 11/16/87;  
10/17/88; 10/16/89; 4/10/90; 2/19/91; 9/17/91; 10/21/97; 3/18/00;  
11/18/08

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11/18/08

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65;

Other References: Florida Administrative Code: 6A-14.047

Law Implemented: Florida Statutes 1001.64(1)(2)(4)(18)(43)(44)(46);  
1001.65(1)(16)(25)

Proposer: Katherine M. Johnson, President