

Ventura County Schools Business Services Authority
HUMAN RESOURCES INFORMATION FORM (HRIF)

District/Charter: _____

BSA Office Use

Payroll _____

Budget _____

Certificated

☐ **Classified**

1. EMPLOYEE PERSONAL INFORMATION

Last 4 of Social Security Number (please attach copy of card for new employee) _____ Sex: ☐ M ☐ F

Name: (Last) _____ **(First)** _____ **(Middle)** _____

Address: (Street) _____ **(City)** _____

(State) _____ **(Zip)** _____ **Date of Birth:** _____ **Email Address:** _____

Home Phone Number: _____ **Cell Phone Number:** _____

2. EMPLOYEE STATUS INFORMATION

Hire or Effective Date: _____ **Status:** ☐ Active ☐ Inactive ☐ LOA ☐ LOA w/o pay
☐ Retired ☐ Professional Expert ☐ Terminated

Permanency: ☐ Permanent ☐ Probationary ☐ Probationary Promotion ☐ SuborOn-Call ☐ Temporary ☐ Short Term ☐ Intern

☐ **Personal Data Change Only** (name or address change indicate above; indicate other changes here):

3. PERSONNEL INFORMATION

Degree and Units: _____ **Verified By:** _____

Fingerprints: Date Returned: _____

Medical Certification Required (E.C. 44839): ☐ Yes ☐ No **TB Date:** _____

Drug Test Required: ☐ Yes ☐ No **Pre-Employment Physical Required:** ☐ Yes ☐ No

Credential(s)/Bus Driver Certificate: _____ **Exp. Date:** _____

Other Data Affecting Contract or Employment Agreement: _____

Employee Signature

Date

Superintendent/Authorized Signature

Date

HUMAN RESOURCES INFORMATION FORM (HRIF) INSTRUCTIONS

Complete all relevant blanks.

Items in bold on the front of the form or items marked with an * must be completed.

* Check boxes indicating:

- ☒ District name
- ☒ Whether the employee is a certificated or classified employee

BLOCK 1 – EMPLOYEE PERSONAL INFORMATION

Enter Last 4 of Social Security # and attach a copy of the social security card for new employees or employees with a name change.

* Enter Name: Last, First, Middle

Enter Address: Street, City

Enter State, Zip Code, Date of Birth, Email Address

Enter Home phone, Cell Phone Number

BLOCK 2 – EMPLOYEE STATUS INFORMATION

* Enter Hire (if new employee) or Effective Date (if a change for a current employee).

Check a box indicating the status of the person:

- ☒ **Active** – Employee is being paid and has a Position or Add-on Assignment.
- ☒ **Inactive** – The person is not working but the District wants to keep the person on the DOJ (Department of Justice's) fingerprint list in case the District decides to use the person in the future.
- ☒ **LOA (Leave of Absence) – With pay:** Medical; Administrative; Maternity; Sabbatical.
- ☒ **LOA (Leave of Absence) – Without pay:** Administrative; Extended Maternity; Family.
- ☒ **Retired** – The person is retired from the STRS or PERS system and may be receiving retirement benefits or are working as a sub.
- ☒ **Professional Expert** – Contractor who does not qualify as an *Independent Contractor* under *IRS Guidelines*.
- ☒ **Terminated** – Removed the person from district employment. You don't plan to ever use this person again and you have faxed a "No Longer Interested Notification" (available at <http://ag.ca.gov/fingerprints/forms/nli.pdf>) to the DOJ to remove the person from the fingerprint list. This person will need to be re-fingerprinted if you ever want to use them again.

Check Permanency:

- ☒ **Permanent** – Once an employee has served the required time (see your district's policy) with the district in a regular position, unless the probationary period is extended, he/she is moved from probationary status to a permanent status.
- ☒ **Probationary (Certificated)** - An employee who has not completed two full consecutive school years in a position. At the start of the third succeeding school year, the employee becomes a permanent employee.
- ☒ **Probationary and Probationary Promotion (Classified)** – During the first six months or one year (depending on your district's policy) of initial employment (having been appointed to a regular, permanent position) with the district, an employee is in a probationary status with the district and in the classification to which he/she has been appointed. An employee who is promoted or transferred to a new classification serves a new probationary period in that new classification, but remains a permanent district employee.
- ☒ **Sub or On-Call** – An employee in a substitute status or who works only for occasional short times.
- ☒ **Temporary (Certificated)** - An employee who works on a specific project, regardless of length of employment.
- ☒ **Short Term (Classified)** - Any person employed to perform a service that, upon completion, will not be required or extended on a continuing basis. An employee who is appointed to a short term position from an existing eligibility list is considered to be a short term employee. A permanent employee may also be appointed to a short term position and be considered as a short term employee in that position (i.e., a permanent employee working "extra hours" in a position different from their regular position). This can be an employment status for a substitute employee.
- ☒ **Intern** – An employee with an Intern Certificate. Intern certificates are valid for two years and may be valid for three years if the intern is participating in a program leading to a specialist credential to teach pupils with mild and moderate disabilities. If the program leads to both a multiple subject or single subject teaching credential and a specialist credential to teach pupils with mild and moderate disabilities it may be valid for four years.

BLOCK 3 – PERSONNEL INFORMATION

Enter Degree and Units; Enter the name of the person who verified the information.

Enter the Date the Fingerprints were cleared (required for new employee)

Check whether Medical Certification is Required

Check whether Drug Test is Required

Enter Credential(s)/Bus Driver Certificate and the Expiration Date

Enter the Date the employee passed the TB Test (required for new employee)

Check whether a Pre-Employment Physical is Required

Other data affecting employee records (for site use)

* Obtain Employee's Signature and Date

* Obtain Authorized Agent's Signature and Date