

PARTIAL LIST OF OTHER FORMS WHICH MAY BE INCLUDED IN THE PERSONNEL PACKET

- ☰ Certificate of Bus Driver's License
- ☰ Drug & Alcohol-Free Workplace Policy (BP 4020)
- ☰ Personal Vehicle Insurance Requirement Form
- ☰ Probationary Agreement
- ☰ Sexual Harassment Policy (BP 4119.11)
- ☰ Tobacco-Free Schools/Smoking Policy (BP 3513.3)

PERSONNEL FORMS TO BE SENT TO VCSBSA PAYROLL OFFICE

- Copy of Human Resources Information Form (HRIF) *****
- Copy of Payroll Authorization Request (PAR) *****
- Copy of I-9*****
- Copy of Social Security Card *****
- Copy of Driver's License *****
- W-4/DE-4 *****
- Retirement System Status Questionnaire – (VCSBSA will forward this to the Retirement Department)
- Retirement System Election Form (if applicable) – (VCSBSA will forward to the Retirement Department)
- CalSTRS Election Form (if applicable) – (VCSBSA will forward to the Retirement Department)
- Arrears Pay Authorization Form ***
- Direct Deposit *****
- Direct Deposit Delivery Option*****
- Designation of Person to Receive Warrant ***
- Medical Insurance Enrollment Form (with required documentation)*****
- Declination of Coverage *****

PERSONNEL FORMS TO BE KEPT IN PERSONNEL FILE

- Human Resources Information Form (HRIF) *****
- Payroll Authorization Request (PAR) *****
- I-9 Form and Information *****
- Fingerprint Form *****
- TB Test Information *****
- Employee Internet Use Agreement *****
- Probationary Period Agreement *****
- Child Abuse Reporting Requirement *
- Oath or Affirmation of Allegiance Form *****
- Procedure for Industrial Injuries *****
- Hazard Communication Program ***
- Injury & Illness Prevention Program Information *
- Employee Medical Emergency Information *****
- Certification of Medical Examination *****
- Physician Pre-Designation Form *****

RETENTION LEGEND

- * Class 1 - Permanent Records
- ** Class 2 - Optional Records
- *** Class 3 - Disposable Records
- ***** No Legal Requirements
- ***** Recommend retention for one year after termination of employment