

PERSONNEL RECORDS GUIDELINES

It shall be the responsibility of the individual employee to obtain, fill out, and return as directed the personnel forms and data listed below. The individual shall be responsible for keeping such data up to date.

1. FORM W-4

This is the Employee Withholding Tax Exemption Form. The Payroll Department must have a form for every employee. Newly employed teachers should see the Human Resources Department in the Central Office. Previously employed teachers must notify the Human Resources Department if there are any changes in exemptions; otherwise, a new form need not be filled out each year.

2. RETIREMENT OR SOCIAL SECURITY FORMS

Newly employed teachers who are eligible to become members of the Louisiana Teacher Retirement System must fill out a Form 1-A Enrollment Blank. Teachers transferring into the parish must fill out Form 20, Transfer Form (Human Resources Department). Any employee of a state retirement system shall be placed under social security coverage.

3. TEACHER CERTIFICATES

All teaching personnel must have a copy of their teaching certificate recorded in the Central Office and a copy in the principal's office.

4. COLLEGE TRANSCRIPTS

All newly employed teachers and all those earning advance degrees must file a transcript of their college credits with the Human Resources Department.

5. NTE SCORES

All teachers must have NTE Scores on file.

6. MILITARY RECORD

All newly employed teachers with military service must file a record of their military service with the Human Resources Department.

7. HEALTH CERTIFICATES

All new employees must pass a physical examination including either a negative tuberculin test or chest x-ray.

8. INSURANCE FORMS

An employee wishing to avail themselves of insurance for their dependents available through the Board, should see the Insurance Clerk in the Human Resources Department for the necessary application forms.

Issued and approved prior to 1975

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