



HUMAN RESOURCES MANAGEMENT 23 – Documentation Required at Time of Hiring

Date: March 5, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

Sturgeon School Division requires certain documents at the time of hiring staff.

2.0 PROCESS

Human Resources will ensure that required documentation is received within the appropriate timelines for newly hired staff.

3.0 GUIDELINES

Section A: All Staff (including Substitutes/Casuals)

3.1 Criminal Record Check (Security Clearance)*

An original Security Clearance must be on the file prior to the employee being hired. If the employee wishes, this may be photocopied, the copy stamped "Copy of Original", dated and signed by the receiver and the original returned to the employee. This Security Clearance must be no older than six (6) months. This is required of new staff and staff who had terminated their employment with Sturgeon School Division more than six (6) months previously.

3.2 Banking Information

All staff are paid by direct deposit, and must submit a void cheque or complete a direct deposit banking information form upon hiring. Faxes/copies are acceptable.

3.3 TD1

Personal Tax Credits Return.

References: *Board Policy: E/1/1*

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Section B: All Staff (excluding Substitutes/Casuals)

3.4 Medical

All staff under contract must submit a medical note within two (2) weeks of commencement of their employment. This note must state that the employee is fit and able to do duties as assigned. The employee may use Sturgeon School Division's medical form. The original medical note is required for the employee's file.

3.5 Benefits

All new staff meets with the Benefits Officer to set up their benefit package.

3.6 Birth Certificate

A copy of the employee's birth certificate within two (2) weeks of commencement of their employment.

Section C: Additional Documents Required from Teachers

3.7 Teaching Certificate

A copy of the employee's valid Alberta Teaching Certificate or Letter of Authority must be on file prior to employment.

3.8 Evaluation of Teacher Training*

A Teacher Qualification Summary (TQS), or proof of application thereof, must be submitted within 60 calendar days of commencement of employment. An original document is necessary. If documentation is not received within 60 calendar days of commencement of employment, the teacher's salary shall revert to the minimum of the years of training required for the class of teaching certificate held by the teacher, and no adjustment shall be made until the first of the month following the date of receipt of the TQS statement. No retroactive adjustment shall be made for the penalty period.

References: *Board Policy: E/1/1*

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3.9 Proof of Past Teaching Experience*

Verification of past teaching experience within Canada or proof of application thereof, must be submitted within 60 calendar days of commencement of employment. Original documents are preferred, however, we will accept a faxed copy from the previous employer. If documentation is not received within 60 calendar days of commencement of employment, the teacher's salary shall revert to the minimum of the years of training required for the class of teaching certificate held by the teacher, and no adjustment shall be made until the first of the month following the date of receipt of official proof of experience. No retroactive adjustment shall be made for the penalty period.

**Original documents may be photocopied, the copy stamped "Copy of Original", dated and signed by the receiver and the original returned to the employee.*

References: *Board Policy: E/1/1*