

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(LOCAL)

- Updating Credentials** All employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year shall file with the District:
1. An official college transcript showing the highest degree earned and date conferred.
 2. Proof of the certificate or endorsement.
- Contract Personnel** The Superintendent or designee shall ensure that contract personnel possess valid credentials before issuing contracts.
- Social Security Number** The District shall not use an employee's social security number as an employee identifier, except for tax purposes [see DC]. In accordance with law, the District shall keep an employee's social security number confidential.
- Service Record** The service record must be validated by a person designated by a district to sign service records. The Superintendent's designees include the Compensation Administrator, Director of Employee Relations, HR Program Employment Coordinator, and the Associate Superintendent of Human Resources.