

## 6Hx19-2.08 REQUIRED EMPLOYEE RECORDS

The purpose of this Board Rule is to establish Board policy relating to records required to be provided to, and maintained by, the College for all employees.

College employees are required to complete certain necessary records and to submit required documentation as a condition of employment. Minimum necessary records are:

1. All employees receiving compensation from the College. (Student employees and designated temporary employees must complete some, but not all, of the following records. See Items 8, 9, and 10 of this Rule for required student employee and designated temporary employee information.)
  - Completed Application, appropriate for the position
  - Completed Loyalty Oath (BPE-16)
  - Completed Federal Form W-4
  - Copy of employee's signed Social Security Card
  - Acknowledgement of Notification of Social Security Number Collection and Usage Form (BPE-75)
  - Employment Eligibility Verification form (I-9) - (Must be completed after employment is offered and no later than the first day of employment)
  - Florida Retirement System - Certification Form (CERT)
  - Drug-Free College Program Form (BPE-44)
  - Employee Acknowledgment of Exposure to Blood/Body Fluids(Form BPE-49) (OSHA Risk Category identified by supervisor. Then read and signed by employee)
  - Statement of Understanding (BPE-15)
  - Dates and periods of employment
  - Complete and accurate records of all absences
  - Personnel Data Record (BPE-3)
  - Request for Information Relating to Public Records Exemptions Form (BPE-77)
  
2. Full-time employees and persons employed part-time in regularly established Positions
  - Signed Fingerprint Waiver Agreement and Statement and criminal background check result report;
  
  - Signed Release for the College to perform a consumer credit check (for all Executive /Administrative Personnel and all those employees whose position involves the handling of College funds).
  
  - Official transcripts of academic work (as appropriate)

## 6Hx19-2.08

### Required Employee Records

3. All full-time employees and persons employed at least three-quarter time in regular salaried positions:
  - Insurance Enrollment form or online enrollment verification
  
4. Full-time employees, and persons employed part-time in regular salaried positions.
  - a. Instructional Personnel, Executive/Administrative, most Managerial and Other Academic Personnel, and certain Managerial and Technical Personnel:
    - Signed contract
    - Verification of prior work experience (as appropriate)
  
  - b. All Personnel whose jobs require current unrestricted state licensure or certification (e.g., health, CPA, etc...) must maintain a copy in their personnel file in the Human Resource Office. On initial employment, Human Resources Office will collect, from the employee or licensing/certifying agency, a certified copy of the original license or certificate or other official documentation establishing that the employee holds a valid license or certificate. When a license or certificate is renewed, the immediate supervisor of the employee shall provide a copy of the license or certificate, together with appropriate documentation verifying the renewal, to the Human Resources Office. Verification of renewals may be done through available internet resources or submission of an original document from the issuing agency certifying the validity of the license or certificate.
  
  - c. Custodial, Maintenance, Groundskeeping, and other personnel whose jobs require heavy lifting and as listed in Internal Management Memorandum #2-16, "Personnel Who Require a Back X-Ray"
    - Back X-ray statement, with an indication by a College selected licensed medical practitioner, that the employee appears able to perform tasks involving heavy lifting. This statement must be obtained **prior** to employee's beginning work.
  
5. All full-time and part-time personnel in regular-salaried positions and Other Personnel Services (OPS) personnel assigned to work in a health care agency:
  - Physical exam on employment and annual updates as required by

## 6Hx19-2.08

### Required Employee Records

- affiliated clinical agencies
  - CPR Certification
6. Adjunct instructors, college credit, college preparatory, and technical credit courses:
- In addition to records identified in Item # 1 the following are required records;
  - Application for Employment (Form BPE-1) Signed contract, if compensation is involved
  - Official transcript of academic work as appropriate), and/or copy of professional current license/certification
  - Review of Transcript(s)/Materials to Qualify Full-Time and Adjunct Faculty ( Forms IIN-25, 25A, 25B, 25C, 25D), (completed by supervisor etc., as form indicates)
  - Statement Concerning Your Employment in a Job Not Covered by Social Security form (SSA-1945)
7. Adjunct instructors, continuing education courses:
- In addition to records identified in Item # 1 the following are required records;
  - Application for Employment (Form BPE-1)- Signed contract, if compensation is involved
  - Copy of current professional license/certification (if applicable).
  - Statement Concerning Your Employment in a Job Not Covered by Social Security form (SSA-1945)
8. Part-Time Temporary Employees paid on Statement of Services Performed (BGE-4):
- Completed Federal Form W-4
  - Employment Eligibility Verification form (I-9) - (Must be completed after employment is offered and no later than the first day of employment)
  - Copy of employee's signed Social Security Card
  - Acknowledgement of Notification of Social Security Number Collection and Usage (BPE-75)
  - Statement Concerning Your Employment in a Job Not Covered by Social Security form (SSA-1945)
  - Florida Retirement System – Certification Form (CERT)

**6Hx19-2.08**

**Required Employee Records**

9. Student employees:

- Student Payroll Data Form (SFA-403)
- Completed Loyalty Oath (BPE-16)
- Completed Federal Form W-4
- Copy of employee's signed Social Security Card
- Acknowledgement of Notification of Social Security Number Collection and Usage (BPE-75)
- Employment Eligibility Verification Form (I-9) - (Must be completed after employment is offered and no later than the first day of employment)
- Drug-Free College Program Form (BPE-44)
- Dates and periods of employment

10. Volunteer, Non-College Employees

- Volunteer Application Form (BPE-74)
- Acknowledgement of Notification of Social Security Number Collection and Usage form (BPE-75)
- Drug-Free College Program form (BPE-41)
- FDLE Sexual Offender/Predator Background Check (as appropriate)
- PHCC Code of Expectation for Volunteers (BPE-72)

The Executive Director of Human Resources shall be responsible for the maintenance, storage and protection of such records and shall release information contained in such records only in accordance with applicable law.

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Rule Adopted: 5/19/75; 8/25/75; 11/15/76; 9/17/79; 11/19/79; 5/19/86; 11/16/87;

**6Hx19-2.08**

**Required Employee Records**

10/17/88; 10/16/89; 4/10/90; 2/19/91; 9/17/91; 10/21/97; 3/18/00;  
11/18/08; 11/20/12

Effective Date: 6/9/75; 10/7/75; 12/20/76; 9/17/79; 11/19/79; 5/19/86; 11/16/87;  
10/17/88; 10/16/89; 4/10/90; 2/19/91; 9/17/91; 10/21/97; 3/18/00;  
11/18/08; 11/20/12

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65;

Other References: Florida Administrative Code: 6A-14.047

Law Implemented: Florida Statutes 1001.64(1)(2)(4)(18)(43)(44)(46);  
1001.65(1)(16)(25)

Proposer: Katherine M. Johnson, President