

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

DBA
(REGULATION)

BUS DRIVER MEDICAL
EXAM

The medical exam statutorily required for bus drivers each year will be paid for by the District only when the District designates the health-care professional to conduct it. The medical exam may be completed by a private physician if desired, but the cost would have to be paid by the individual seeking it.

PERSONNEL
RECORDS

All employees must have on file in human resources:

1. Employment application;
2. Photograph;
3. Criminal background release form;
4. Copy of social security card;
5. I-9 Form with corresponding documents;
6. Current personal data form;
7. Emergency contact information;
8. Employee information disclosure form;
9. Copy of high school diploma/GED (as applicable);
10. Official transcript of college record (as applicable);
11. Appropriate certification/permits/licensing (as applicable);
12. Service record;
13. Annual appraisals;
14. Assignment contract (as applicable);
15. Disciplinary/counseling forms; and
16. Form SSA-1945.

Other documents included in the employee personnel file during the course of employment, containing the following minimum information, located on one or more forms will be maintained in the file in accordance with the retention schedules set forth and adopted by the Texas State Library and Archives Commission:

- Name,
- Sex,
- Date of birth,
- Social security number,
- Positions held with dates of hire,
- Promotion,
- Transfer or demotion,

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- Dates of leaves of absence or suspension that affect computation of length of service,
- Wages or salary rate for each position held, including step or merit increases within grades, and
- Dates of separation.

Each employee will have the right upon request to view the contents of his or her personnel file.

EMPLOYEE ID
BADGES

Each employee will wear his or her District ID badge when the employee is on District property or when the employee is conducting District business. The badge will be used to identify the employee and will be used for “swiping” electronic time clocks once they are installed.

Employees are not to wear their District ID badges in public when not working.

ISSUING OF
BADGES

Every five–seven years, each employee will receive an updated ID badge at no cost to the employee.

PREFERRED NAME

An employee wanting to use a preferred name on his or her ID badge instead of his or her first name will need to make this change in human resources. The preferred name to be used will be entered into the District database maintained by human resources. The cost for initially changing the first name on the badge will be \$5. Future requests to change the preferred name will be \$10.

NAME CHANGES

If an employee legally changes his or her name, a new ID badge will be issued at no cost. Name changes must be done in human resources and documentation for the name change must be submitted.

REPLACEMENT
BADGES

The cost for replacement of a lost ID badge is \$10. The employee must obtain a replacement badge from human resources. A new badge code will be issued and the previous badge code will be inactivated.

PAYMENT FOR
BADGES

Payment for a name change or replacement badge must be submitted to the **Business Services office at 1014 N. STANTON EL PASO, TEXAS 79902** ~~Education Center Building~~. Payment will be by cash, check, or money order. After paying for the badge, the employee will need to present the receipt to human resources for the new badge to be printed.

DAMAGED ID
BADGE

If an ID badge becomes damaged, the employee will not be charged for a replacement badge as long as the employee turns in the damaged badge to human resources, Education Center.

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NEW EMPLOYEES	New employees are not charged for their first ID badge. All new employees will obtain their new badge from human resources.
NEW PICTURE	A new picture for a badge may be obtained from human resources and the old badge must be returned. The cost is \$10.
TRANSFERS OR PROMOTIONS	An employee who transfers or is promoted and has a new job title will be issued a new employee ID badge, at no cost, as long as the previous ID badge is returned to human resources.
SEPARATION	Upon separation from the District, the ID badge must be returned to human resources. An employee who fails to return the ID badge will be charged \$10, to be deducted from his or her final check.

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