

# **KENTUCKY VALLEY EDUCATIONAL COOPERATIVE**

## **PERSONNEL POLICIES**

*It is the intent of the Kentucky Valley Educational Cooperative to recruit and hire staff who are committed to performing their work with a positive approach in order to achieve its mission. All KVEC employees agree to comply with the policies outlined in the personnel policy.*

The nature of the Cooperative and its programs will require the establishment of a variety of working relationships between Cooperative personnel and the participating district schools. These relationships may vary from occasional in-school visits by Cooperative personnel to part-time, or even full time, employment in a particular school.

Supervision of Cooperative personnel will be the responsibility of the Executive Director or his designated representative. In those cases where programs are located in individual schools, supervision will remain the responsibility of the Executive Director or his representative. However, it is understood that the activities and the decisions pertaining to the school are under the jurisdiction of the school administrators.

Infractions of all school rules and regulations by Cooperative personnel while they are located in individual schools will be reported by the school's Principal to the Cooperative's Executive Director.

Regardless of the resolution of various issues that may arise, it is incumbent upon all Cooperative personnel to recognize the authority of the local school districts and respect the wishes of local school administrators.

### **PROCUREMENT OF STAFF**

#### Job descriptions and Specifications

The Cooperative Executive Director shall develop job descriptions and specifications for all certified and non-certified staff positions. Such job descriptions and specifications shall be included as an appendix to these personnel policies.

#### Equal Opportunity

- The Cooperative will employ qualified personnel for all positions without regard to race, creed, color, sex, religion, or national origin, and without restrictions as to type of work, except for the limitations imposed by Federal and state laws.
- Selection of candidates for training and/or promotion will be made upon the basis of demonstrated capability, competence, and appropriate experience, without regard to race, creed, color, sex, religion, or national origin.

#### Conditions of Appointment

- Certified personnel: Certified personnel may be hired on a continuing employment basis following a six (6) months probationary period for the first year's contract. Certified employees on probationary status will be notified of their continuation or non-continuation at least 45 days prior to the termination of their probationary status.
- Non-Certified Personnel: Non-certified personnel will be hired on a continuing employment

basis unless a specific term is designated by the Executive Director. A probationary period of six (6) months will be required of non-certified personnel. Non-certified personnel on probationary status shall be notified of their continuation or non-continuation at least 15 days prior to the termination of their probationary status.

- Part-Time Personnel: Individuals may be hired on a part-time basis by the Cooperative including those employed part-time by another organization who are free to negotiate a portion of their time for other employment.
  - (A) Part-Time employee is defined as any employee working less than 1240 hours. Such persons shall keep time and attendance reports as required and be paid through the Cooperative's payroll account.
  - (B) Full-Time employee is defined as any employee who has a contract stating they will be working at least 1240 hours.

#### Procedure for Appointment

- Cooperative Executive Director: The Executive Director shall be appointed by the Board of Directors and the letter of appointment shall be issued by the Chairperson of the Board.
- Other Certified Personnel: The Executive Director shall make recommendations for employment of all certified personnel and, at his discretion, issue a notice of appointment. Subsequent to confirmation by the Board, the Executive Director shall issue, on behalf of the Board, an official notice of appointment.

#### Advancement

- It is the policy of the Board of Directors to promote internal advancement of Cooperative personnel when that advancement benefits the Cooperative.

#### Shared - Time Contracted Personnel

- A contract agreement is entered into when the Cooperative needs the skills of an individual to provide a specific service or to develop a specific product. The agreement shall specify the scope of work and/or end items to be received by the Cooperative.
- Contractual agreements for personal services may be with an individual or with an institution for the individual's services.

### **STAFF POLICIES**

#### Orientation

- A comprehensive and flexible orientation program to the Kentucky Valley Educational Cooperative shall be developed by the Executive Director. This orientation shall be designed for both certified and non-certified personnel. The orientation program shall be planned and implemented to include consideration of the social, emotional, and personal concerns of new employees.

#### General Working Conditions

- Physical and administrative arrangements shall promote and enhance staff effectiveness in performing certified and non-certified duties. In order to better facilitate the effectiveness of all KVEC programs, program directors will be responsible for securing space for presentations/programs provided by said program and will be responsible for cleaning the space upon completion of presentation/program. At the end of each workday, you should leave the common workspace in an orderly condition; sound, safe housekeeping habits are the

responsibility of all employees.

### Supervision

- The executive director is responsible for the performance of all employees. In turn, the executive director holds program directors responsible for the performance of program employees.

### Tobacco

- Tobacco in the Workplace means inhaling, exhaling, burning or carrying any lighted smoking equipment for tobacco. Chewing tobacco and the use of snuff are also included. KVEC is committed to being in compliance with applicable health codes and to be reasonably accommodating the preference of both smoking and nonsmoking employees. For reasons of safety, public relations and to maintain compliance with federal regulation- the use of tobacco inside KVEC maintained buildings is **PROHIBITED**. A designated smoking area, **OUTSIDE** the building shall be established. The fact that tobacco is prohibited in the workplace will be brought to the attention of all prospective new employees during the interview process.

### Sexual Harassment and Prohibited Behavior

KVEC is committed to maintaining a workplace free of harassment of any kind and from any source, management, co-workers and visitors. Also, KVEC will treat all complaints fairly and evenhandedly in order to prevent frivolous or malicious accusations.

This policy applies to all phases of employment-including recruiting, testing, hiring, upgrading, promotion or demotion, transfer, layoff, termination, rates of pay, benefits and selection for training, travel or company social events.

This policy ensures that all employees will enjoy a safe work environment free from unreasonable interference, intimidation, hostility or offensive behavior on the part of managers, co-workers or visitors. It also acknowledges that harassment, sexual or otherwise, is against the law and will not be tolerated by this organization.

### Definition

The official definition of sexual harassment under relevant laws and court decisions is summed up this way by the EEOC: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

### Prohibited Behavior

Prohibited behavior includes but is not limited to unsolicited and unwelcome contact that has sexual overtones. This includes:

- Written contact, such as sexually suggestive or obscene letters, notes, invitations, "art";
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body gesturing, displaying sexually

suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome, as well as using sexual behavior to control, influence or affect the career, salary or work environment of another employee.

It is impermissible to suggest, threaten or imply that failure to accept a request for a date or sexual intimacy will affect an employee's job prospects. Offering benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in exchange for sexual favors is forbidden.

Discrimination: Employment decisions implicitly or explicitly based on factors other than job-related considerations or treating one employee differently merely on the basis of a protected characteristic, i.e., that person's sex.

Harassment: Repeated, unwanted, or unwelcome verbalisms or behaviors of a sexist, racist, or with overtones related to a protected characteristic, e.g. sex, race ethnicity, religion, age, disability, or military status.

Hostile Environment: Conduct that has the purpose or effect of unreasonably interfering with a person's job performance or creates an intimidating or offensive work environment.

Quid-Pro-quo Sexual Harassment: Making submission to sexual demands an implicit or explicit term or condition of employment; or making decisions affecting someone's employment or compensation on the basis of whether the person submits to or rejects sexual demands.

Unwelcome Behavior: Conduct that the employee did not solicit or invite.

Harassment by Non-employees: KVEC will take all reasonable steps to prevent or eliminate sexual harassment by non-employees who are likely to have workplace contact with our employees.

Monitoring and Reporting: KVEC shall take all reasonable steps to see that this policy prohibiting sexual harassment is followed by all employees, supervisors and others who have contact with our employees. Employees who encounter sexual harassment should first let the offending person(s) know they find the conduct offensive. If it does not stop or if it recurs, they should then file a complaint with their immediate supervisor (or if offender is immediate supervisor, file complaint with executive director.) Should the situation not be handled satisfactorily by the supervisor, a complaint should be filed with the executive director. If the complaint is not satisfactorily handled by the executive director, a complaint should be filed with KVEC's chair of the Board of Directors.

The person who receives the complaint will handle the complaint by making a complete investigation and writing up the complaint and the results of the investigation within ten (10) working days. The results of the investigation will be given to KVEC's executive director for review, to determine whether any disciplinary action (as detailed below) is necessary. Every reasonable effort will be made to determine the facts and resolve the situation.

Discipline: Any employee found to have violated any of the provisions of this policy shall be subject to appropriate disciplinary action, including warnings, reprimand, suspension or discharge for cause, according to the findings of the complaint investigation.

If an investigation reveals that sexual harassment has occurred, the harasser may also be held legally

liable for his or her actions under state or federal anti-discrimination laws, or in separate legal actions.

**Retaliation:** Any employee bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated and appropriate action taken by the executive director.

### **Internet, E-Mail, and Voice-mail Usage Policy**

KVEC provides access to the Internet, e-mail, and voice-mail services to staff. This access is for use only by staff members and only for the purposes of performing their duties and responsibilities. No staff member may use KVEC's equipment for personal Internet use or for personal e-mail. The use of this service does not now, nor never imply security or privacy of the account. The services can and will be monitored for violations of the acceptable use policy. By using this service the staff member is agreeing to these terms.

KVEC provides access to the Internet through its own service and through that of partner school districts where applicable. KVEC staff housed in or provided access to partner District Internet or E-mail resources shall adhere to the host District's acceptable use policies and procedures.

Use of the KVEC Internet, e-mail, and voice-mail services may be revoked at any time for inappropriate conduct. Repeated abuse of acceptable use policies will result in, at minimum, revocation of access. Violating KVEC's acceptable use policy may have serious consequences, up to and including termination; and moreover, inappropriate or offensive e-mails can lead to personal liability for the employee.

#### **Unacceptable Uses Include:**

- Use of E-mail for personal gain or personal business activities as defined in a commercial sense such as buying or selling of commodities or services with a profit motive.
- Use of E-mail for unlawful activities.
- Use of abusive or objectionable language in either the public or private messages.
- Knowingly and repeatedly soliciting sexually oriented messages or images.
- Misrepresentation of oneself or Kentucky Valley Educational Cooperative.
- Sending chain letters.
- Purposeful interception of other staff member's e-mail or voice-mail files without prior authorization.
- Soliciting money for religious or political causes, or advocating religious or political opinions.
- Using official dissemination tools to distribute personal information.
- Disseminating or printing copyrighted materials (including articles and software) in violation of copyright laws.
- Other activities that could cause congestion and disruption of networks and systems: i.e., unnecessary Listserve subscriptions and mail attachments exceeding 1 MB in size are examples of activities that cause network congestion.

### **Working hours**

- The Kentucky Valley Educational Cooperative located at 325 Broadway will have office hours from 8:00 a.m. to 4:30 p.m. Monday – Friday.
- Certified Personnel: Recognizing that schedules will vary from one work-site to another and

that employees may be required to travel for work purposes, general working hours will be from 8:00 a.m. to 4:30 p.m. excluding an un-paid lunch period, five days a week. Certified personnel are expected to work additional time if their duties require it.

- Non-certified Personnel: Working hours will be from 8:00 a.m. to 4:30 p.m. excluding an un-paid lunch period, five days a week. Working hours may be adjusted by the site coordinator or the Executive Director to meet the needs of the Cooperative.
- Meal Breaks: In view of applicable legal requirements, employees are required to take a 30 minute unpaid meal period. Employees are relieved from duty during the meal period and may leave the company's premises. However, they must be prepared to resume work promptly at the end of their scheduled meal period.
- Meal breaks will be scheduled to make sure the receptionist desk is staffed with a qualified person available to take KVEC calls throughout the day; meal breaks will normally be scheduled between the hours of 11:00 a.m. and 2:00 p.m.

### **Rest Period**

- All employees are entitled to fifteen (15) minutes twice a day.
- All employees shall submit a time sheet signed by the employee for each month worked. Time sheets must be submitted by the fifth (5th) of the next month.

### **Grievances**

- It is the declared policy of the Kentucky Valley Educational Cooperative to promote, foster, and nurture a relationship between the Cooperative and its employees which will result in an atmosphere of mutual trust and confidence, be conducive to tranquility, and allow all parties concerned to achieve an optimum level of productive effort without stifling self-expression.

## **COMPENSATION OF STAFF**

### **Salaries**

- The salary schedule shall be compatible with Kentucky Statutes and the Kentucky School Board Regulations for all Cooperative positions.
- Executive Director: The salary of the Executive Director shall be established by the KVEC Board of Directors.
- Certified Personnel: With the exception of the Executive Director, salaries of professional employees will be based on program funds and shall be established by the Board of Directors after recommendation from the Executive Director.
- Non-certified Personnel: Non-certified Personnel are compensated on the basis of performance and experience. Salaries of non-certified personnel will be based on program funds and may be increased through promotion and/or annual merit increase. Initial placement on a salary schedule, salary increases, and promotions are at the discretion of the Executive Director, based on recommendations submitted by the employee's immediate supervisor.
- Consultants: Prevailing practices for paying consultants vary depending upon the prestige of the consultant.
- Payroll checks to certified and non-certified personnel will be issued on the first (1st) and the fifteenth (15th) of each month.
- Support personnel are expected to work during the regular work hours of the Cooperative and may not be compensated for time worked outside the regular office hours unless requested by the program director with prior approval by the Executive Director.

### Benefits

- It shall be the policy of the Board that certified and non-certified personnel be provided health and insurance coverage to the degree that such benefits contribute to the procurement and utilization of qualified personnel.
- All personnel shall be covered under Worker's Compensation and entitled to the benefits provided by the Worker's Compensation Laws. Injuries incurred while at work and within the scope and course of the employee's duties must be reported to the employee's supervisor as soon as practical.
- All certified personnel will be eligible for membership in the Kentucky Teacher Retirement System.
- All non-certified personnel will be eligible for Social Security coverage and County Employees Retirement System coverage.
- Additional insurance and coverage may be provided by the Board upon recommendation by the Executive Director.
- Cooperative personnel may have additional insurance protection and a payroll deduction for additional insurance coverage may be made at the request of the employee

### Leaves of Absence

- Sick Leave: Certified employees of the Cooperative who work full time will be entitled to ten (10) sick days and three (3) personal leave days per year with full pay. Sick leave days are accumulative without limitation. A doctor's certificate or an affidavit to verify illness of an employee is required.
- Certified employees shall be compensated at the time of retirement for each unused sick day. The rate of compensation for each unused sick day shall be based on 30% of the daily salary calculated from the employee's last annual salary. Payment for unused sick days shall be incorporated into the annual salary of the final year of service; provided that the teacher makes the regular retirement contribution for members on the leave payment.
- Classified employees of the cooperative who work 240 days will be entitled to ten (10) sick leave days and three (3) days personal leave days per year with full pay. A doctor's certificate or an affidavit to verify illness of an employee is required. Sick leave days may be accumulated.
- Leave time should be scheduled by all employees to interfere the least with the work of the Cooperative. Approval of the immediate supervisor of the employee and the Executive Director will be required for all leave.

Civil Leave Jury Duty: When an employee serves on a jury, such employee will be entitled to leave, with pay, for such duty and for such period of absence as may be required, less any compensation received for serving as a juror.

Court Attendance: When an employee attends court in connection with his usual official duties, no leave is required. Any compensation received as a witness while serving in an official Cooperative capacity will become the property of the Cooperative.

Private Litigation: When an employee is subpoenaed in private litigation by some party other than the Federal government or the State of Kentucky to testify not in an official capacity, but as an individual, such individual must take vacation leave, or leave without pay, if sufficient vacation leave has not been accumulated. Any compensation received for services rendered may be retained by the employee.

Witness for Federal or State Government or Subdivision Thereof: When an employee, in obedience to a subpoena or direction by proper authority, appears in an official or nonofficial capacity as a witness for the Federal government, the State of Kentucky, or a political subdivision thereof, he shall be granted civil leave with pay for such duty. Any compensation received as such a witness shall be turned in to the Cooperative. If the employee elects to take vacation leave or leave without pay rather than civil leave with pay, he may retain any compensation received as a witness.

Military Leave: Members of reserve components of the Armed Forces of the United States will be entitled to leave of absence without loss of pay, legal leave, vacation pay, or impairment of efficiency rating. An employee while on military leave will be paid his salary for a period not to exceed 15 calendar days in any one calendar year.

Family Medical Leave: Employees will be eligible for leave under the guidelines of the Family Medical Leave Act.

#### Holidays

KVEC observes four holidays. The holidays listed below are recognized by the Cooperative; employees can use their four (4) paid holidays or non-contract days on any of those listed below:

- New Years Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Memorial Day
- President's Day
- Martin Luther King Day

Holidays falling on Saturday will be observed the preceding Friday, and holidays falling on Sunday will be observed the following Monday.

### **EMPLOYEE'S REIMBURSEMENT FOR TRAVEL**

#### **Travel Authorization**

**Authorization:** Official travel shall be authorized in advance. The responsibility for approving travel shall be that of the Executive Director.

**Blanket Authorization:** Established field travel in the Cooperative area may be covered by blanket authorization for definite periods of time as prescribed by the Executive Director.

**Use of Automobiles:** Automobile transportation shall be used when common carrier transportation cannot be satisfactorily scheduled. Employees traveling in private automobiles shall be reimbursed at the rate of .30 cents per mile; however, if two or more employees travel together, mileage reimbursement will be made to only one employee. Car-pooling should be used in all circumstances.

1. Mileage commuting between home and workstation shall not be paid.
2. If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between: (a) Residence and travel destination; or (b) Work station and travel destination.

3. Employees who work at more than one workplace in a day will be reimbursed for mileage from one workplace to the other. However, mileage from their home and their first workplace as well as mileage from their last workplace and their home is not reimbursable.

Lodging: An employee shall be reimbursed for the actual cost of lodging if the lodging is determined to be the most economical and the employee provides the establishment's receipt to be reimbursed for travel expenses. Reimbursement for lodging shall not exceed the cost of a single room rate, except that if employees share lodging, each employee shall be reimbursed the lesser of the single rate or one-half the double rate.

Subsistence: An employee shall be eligible for reimbursement for subsistence for breakfast, lunch or dinner expenses while traveling if the authorized work requires an overnight absence during the hours established in the chart below. An employee shall be in travel status during the entire mealtime. For example, to be eligible for breakfast reimbursement, an employee shall leave at or before 6:30 a.m. and stay overnight. If that employee arrived back at their point of origin at 4:30 p.m. following the overnight absence – that employee would be eligible for reimbursement for the following meals: Day One – Breakfast, lunch, dinner. Day Two – Breakfast, lunch.

Reimbursement for non-high rate areas (In-State)

*Subsistence reimbursement shall be made based upon actual receipts.*

1. Breakfast: authorized travel 6:30 a.m. through 9:00 a.m. – seven (7) dollars
2. Lunch: authorized travel 11:00 a.m. through 2:00 p.m. – eight (8) dollars
3. Dinner: authorized travel 5:00 p.m. through 9:00 p.m. fifteen (15) dollars

Reimbursement for high rate areas

*Subsistence reimbursement shall be made based upon actual receipts.*

1. Breakfast: authorized travel 6:30 a.m. through 9:00 a.m. – eight (8) dollars
2. Lunch: authorized travel 11:00 a.m. through 2:00 p.m. – nine (9) dollars
3. Dinner: authorized travel 5:00 p.m. through 9:00 p.m. nineteen (19) dollars

Tips, etc.: Tips, when allowed, should not exceed 15% of the bill. Regulations imposed by funding agents will be honored.

Ticket: The traveler's copy of tickets obtained for travel (air, train, bus, etc.,) shall be submitted with the monthly travel expense voucher.

Taxis: Limousine service and taxi fares necessary for the transport of travelers will be paid according to actual cost. A receipt for this expense is required, and each fare must be listed separately on the expense account.

### Monthly Travel Expense Requests/Reimbursement

Expenses will be recorded on the Travel Expense Voucher form, supported by receipts, and submitted by the fifth (5th) day of the month. The supervisor will check for accuracy of computation and allowable expenses and forward to the Executive Director for approval before making payment

### COMPENSATED OUTSIDE SERVICES

As an employee of KVEC, your primary responsibility is to the organization. No employee shall accept outside employment activities which will prevent him/her from fulfilling regularly assigned KVEC duties and obligations. In addition, all employees are prohibited from engaging in outside employment, business, or other activity that might have an adverse effect on, or create a conflict of interest, with KVEC.

### DEVELOPMENT OF STAFF

#### Professional Development

- A comprehensive program of continuing professional and in-service development involving all personnel shall be maintained.
- Staff meetings with persons representing a variety of human endeavors shall be held as needed.
- In-service training programs shall be conducted by the Cooperative to implement various Cooperative programs.

#### Evaluations

- Annual Review: An annual review will be made of the performance of all certified and non-certified personnel and may be the basis for determining salary adjustments. This review will be conducted jointly by the Executive Director and other appropriate Cooperative personnel. An employee who has not been employed for at least six months at the beginning of a new fiscal year may or may not be included in the annual review, at the discretion of the Executive Director.
- Review of the Executive Director: The Board of Directors will review the performance of the Executive Director. Final Decision: The Executive Director will submit recommended promotion and/or salary adjustments to the Board of Directors.

### SEPARATION OF STAFF

#### Dismissal

- Certified and non-certified employees may be terminated for insubordination, immoral character, inefficiency, incompetence, or neglect of duties.

#### Resignation

- Notification of resignation should be made early enough to provide for continuous operation of the Cooperative activities. This is interpreted as thirty (30) days in the case of certified employees and fifteen (15) days in the case of non-certified employees.

The intent of the Board to terminate the services of a certified employee shall be in compliance with appropriate statutes and regulations.

**Disciplinary Action:**

- Disciplinary action can be taken when an employee's performance is deficient in any respect.

**Attendance:**

- Absence and Lateness: Your regular attendance on the job is important to our operation. Frequent or unexplained absence from work, or tardiness in reporting for work will seriously impair the value of your services to KVEC and will be considered sufficient cause for disciplinary action.
- If you must be absent, however, because of illness, accident or other unavoidable cause, be sure to telephone or otherwise advise the office or your supervisor. This notification is required for each day absent unless it is understood that you will be absent for a certain number of days.

**Behavior Standards:**

- As an employee of this company, you are required to abide by certain rules and regulations. These have been established to protect you, other employees and the company from injury or other threats to your well-being and to promote harmonious, efficient working practices.
- Failure to observe established rules and practices can lead to disciplinary action including formal warnings, suspension, probation and discharge.
- The normal practice is to help you identify problems and to improve your performance and behavior. The specific disciplinary action will normally be based on an assessment of the offense, the circumstances and your previous record. The primary purpose of the disciplinary system is to correct improper behavior. Among the offenses for which an employee could be disciplined are:
  - Excessive absences or lateness.
  - Neglect of KVEC property.
  - Excessive personal use of the telephone.
  - Use of abusive language.
  - Drug or alcohol abuse on the job.
  - Conduct that disrupts business activities.
  - Theft of KVEC property or that of other employees.
  - Insubordination or refusing to follow instructions.
  - Intoxication (including the effects of illegal drugs) during working hours.
  - Deliberate misuse of KVEC property.
  - Deliberate injury to another person.
  - Violating a confidence; unauthorized release of confidential information.
  - Other offenses that in the view of the Executive Director seriously threaten the well being of KVEC or any employee.

Possible actions include counseling, formal warnings, probation, suspension and discharge. The specific action to be taken will depend on the nature of the offense, the circumstances and your previous record.

**Dress Code:** Each employee is expected to dress appropriately for the job. Directors will offer guidance as to proper attire. Directors may also establish special requirements for reasons of safety.

**Death:** The beneficiary of the deceased Cooperative employee shall receive his/her earned pay.

**EMPLOYEE PERSONNEL FORMS**

Personnel records on all Cooperative employees will be maintained as follows:

- A. Application for Employment
- B. Leave Record
- C. Salary and Fringe Benefits
- D. Withholding Exemption Certificate
- E. Miscellaneous Information