

## Check List for Submission of Board Materials to District Human Resources

This checklist is used by the location and DHR in preparation of Board materials. It should be submitted and/or returned to Felicia Johnson in DHR attached to the location's board materials and subsequently the DHR Review Document of Personnel Materials.

### Employment of Contractual Personnel

\_\_\_\_\_ Recommendation for Employment Summary Form (Goldenrod) with appropriate backup materials (Needed for all contractual appointments)

Backup materials to be included with each Recommendation for Goldenrod are:

\_\_\_\_\_ Completed Application for Employment Form.

\_\_\_\_\_ Copies of Official College Transcripts

\_\_\_\_\_ Completed Notice of Vacancy Form (for positions filled via the Vacancy Process).

\_\_\_\_\_ Specific college memoranda highlighting salary, period of employment, etc.

\_\_\_\_\_ Copy of Job Description

**Position Details:** Provide any other details related to the position (aka., position created due to an increase in enrollment in math). Attach salary calculations and documentation supporting recommendation.

**Employment Credentials Verified by:** \_\_\_\_\_ **Location HR Director (Date: \_\_\_\_\_)**

**Employment Details/Credentials Verified by:**

\_\_\_\_\_ **District Human Resources Initial Review (Date: \_\_\_\_\_)**

\_\_\_\_\_ **District Human Resources Final Review (Date: \_\_\_\_\_)**

\_\_\_\_\_ **Don Perry or Designate for Tech/Occ. (Date: \_\_\_\_\_)**

### Consideration of Resignations, Retirements and Leaves of Absence

\_\_\_\_\_ Original letters of resignation/retirement or request for Leaves of Absence (other than Sabbatical) from incumbent.

\_\_\_\_\_ Correspondence from location CEO/Supervisor acknowledging acceptance.

\_\_\_\_\_ Notification of Participation in Phased Faculty Retirement Program.

### Details of Resignation/Retirement/Leave of Absence

Provide specific details as to why the person is leaving the position, aka. Ms. Smith is resigning to accept a position at DATATEL.

### Approval of Warrants of Appointment for Security Personnel

\_\_\_\_\_ Correspondence from the location CEO providing the name and starting date of the Peace Officer.