



# Administrative Regulation 4212.1

## INFORMATION REQUIRED: CLASSIFIED

**Responsible Office:** Office of Human Resources

### REGULATION

1. All classified employees report to Human Resources and Payroll Office of the school district at the time of or before their employment to complete the following necessary forms:
  - a. Authorization of employment (PD110 1/76).
  - b. Current application form.
  - c. Withholding tax form W-4.
  - d. Racial/Ethnic card.
  - e. Personnel record (Nevada State Retirement Board Form), if eligible.
  - f. Fingerprint card.
  - g. Employment Eligibility Verification (Form I-9).
  - h. Such other forms as may be required.

### LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 4105, Employment Practices
2. This regulation complies with Nevada state laws and regulations.

### REVIEW HISTORY

Date	Revision	Modification
4/11/1967	1.0	Adopted
5/23/1978	2.0	Revised
10/27/1992	3.0	Revised
7/14/1998	3.1	Reviewed