

CADD0 PARISH SCHOOL BOARD

EMPLOYEES EQUAL EMPLOYMENT OPPORTUNITY DATA

CADD0 PARISH SCHOOL BOARD requests the following information for hiring records and EEO reporting. You must complete this information to become an employee.

SOCIAL SECURITY NUMBER _____

NAME _____

RACE _____ SEX _____ DATE OF BIRTH _____

PHONE: HOME (____) _____ WORK (____) _____ CELL (____) _____

IN CASE OF EMERGENCY CONTACT

LAST _____ FIRST _____ MI _____

RELATIONSHIP _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE: HOME (____) _____ WORK (____) _____ CELL (____) _____

**STATEMENT OF NOTICE THAT
THE CADDO PARISH SCHOOL BOARD
HAS ADOPTED A DRUG AND ALCOHOL TESTING POLICY
AND SHALL BECOME EFFECTIVE JANUARY 1, 1993**

**A COPY OF THIS NOTICE IS TO BE PROVIDED TO ALL EMPLOYEES OF THE
CADDO PARISH SCHOOL SYSTEM.**

Employees of the Caddo Parish School Board are explicitly prohibited from unlawfully manufacturing, making, distributing, dispensing, selling, possessing or illegal controlled substances or alcohol in the workplace or on school board property. The workplace is any Caddo Parish School Board property or any other site where employees in connection with a federal grant perform work.

The Caddo Parish School Board may request an employee to submit to a drug or alcohol test under the following headings:

1. Reasonable Suspicion Testing (any employee)
2. Post-Accident Testing (any employee)
3. Random Drug Testing (any employee identified as working within a safety or security-sensitive position)
4. Rehabilitation Testing (any employee in treatment or follow-on support conditions)
5. Periodic Physical Examination Testing (those employees required to have annual examinations)
6. Voluntary testing (any employee)

Drug/alcohol-testing is a condition of employment and accordingly it shall be the policy of the Caddo Parish School Board to comply vigorously with the requirements of the Drug-Free Workplace Act of 1988.

All employees are encouraged to comply with the Caddo Parish School Board requirements for a drug-free workplace and if any employee is in need of help; the Employee Assistance Program is available for any employee or family member who may need help in this area.

A copy of the Drug and Alcohol Testing policy can be obtained from your immediate supervisor.

Signature _____ Date _____

SEXUAL MISCONDUCT DISCLOSURE STATEMENT

As required by Louisiana Statute 17:81.9, (Act 723), the applicant authorizes all previous city, parish, or other local public school system to disclose any and all information in the applicant's personnel file related to instances of sexual misconduct with students committed by the applicant. The applicant releases previous and current employers from liability for providing the requested information to the Caddo Parish School System.

- I have read and understand the statement above
- I also understand that I cannot be considered for employment in the Caddo Parish School System unless this form is signed.
- I agree that a copy of this form will be sent to each of my previous employers.
- Each completed form received will be placed in my personnel file.

Please check the appropriate entry:

☐

I have formerly worked in (a) school district(s) in the State of Louisiana.

☐

I have never worked in (a) school district(s) in the State of Louisiana.

PRINT FULL NAME

DATE

SIGNATURE OF EMPLOYEE

SOCIAL SECURITY NUMBER

****** THIS SECTION TO BE COMPLETED BY PREVIOUS EMPLOYER******

Name of School System _____

☐

There is no information in this employee's file indicating sexual misconduct.

☐

I have attached documentation regarding sexual misconduct.

Previous employer(s) should complete this form and return it within twenty (20) business days to the following address:

Caddo Parish School Board
Classified Human Resources Department
P.O. Box 3200
Shreveport, Louisiana 7113-2000

James Kennedy, CPSB Director/Human Resources

Date

Signature of Director, Human Resources: _____

EMPLOYMENT ACKNOWLEDGEMENT OF POLICIES

I understand that it is my responsibility to read, understand and comply with the Caddo Parish Public School Board's policies, any revisions made to it, and all other CPSB policies, practices, and rules. The entire Policy Manual is available for review at school and other building sites. On CPSB's website, and/or which it is available upon request to the appropriate department of classified or certified personnel. Certain policies, including CPSB's anti-harassment policy (Policy GBCB), are also conspicuously posted in each building or site in central locations.

SIGNATURE

DATE

PRINTED NAME

CADDO PARISH SCHOOL BOARD
1961 MIDWAY (P.O. BOX 3200)
Shreveport, LA 71108
318-603-6300

Statement of Notice that the Caddo Parish School Board employees listed below has been informed of the following policies:

- o **Sexual Harassment/Bullying**
- o **24 Hour Arrest Policy**
- o **Salary Overpayment**

Employment of the Caddo Parish School Board are explicitly prohibited from harassing or bullying in the workplace or on school board property. The workplace is any Caddo Parish School Board property or any other site where employees in connection with CPSB.

All employees are encouraged to comply with the Caddo Parish School Board policies for a harassing and bullying free workplace. If any employee is in need of help; the Employee Assistance Program is available for employees or family members who may need help in this area. C.P.S.B. POLICY (GAEEA).

When an employee is arrested for committing a criminal offense other than a minor traffic violation, that employee must notify his or her supervisor and the appropriate Director of Personnel of the arrest, within 24 hours of the arrest. **Bus operators are required to report all traffic violations within 24 hours of the offense to the transportation supervisor. C.P.S.B. Policy (GBRA)**

Any incarcerated employee may authorize another person to act on that employee's behalf in notifying or providing documents to that employee's immediate supervisor and the Department of Human Resources.

A copy of the Sexual Harassment, Bullying, and 24 Hour Arrest reporting policy can be obtained from your immediate supervisor or from CPSB website.

SIGNATURE _____ SS/ID#: _____

DEPARTMENT: _____ DATE: _____

CADDO PARISH SCHOOL BOARD

1961 MIDWAY STREET • SHREVEPORT, LOUISIANA 71108
AREA CODE 318 • Telephone 603-6300 • Fax 631-5241



Keith Burton
Superintendent

PRINT YOUR NAME
1961 MIDWAY AVENUE
Shreveport, LA 71108

RE: Status of Employment

By signing below, I acknowledge that my employment with Caddo Parish Public School is temporary until a satisfactory criminal history and background check allows for any employment in accordance with state law.

Applicant's Signature

Date

CADDO PARISH SCHOOL BOARD
1961 MIDWAY (P.O. BOX 3200)
Shreveport, LA 71108
318-603-6300

MEMORANDUM

TO: ALL Substitute Employees
Substitute Employees, ISS Facilitators, Teacher's Aides, Multi Purposes, Clericals, Food
Service, Custodians, Bus Drivers and Bus Attendants.

FROM: James Kennedy, Director
Classified Personnel/Human Resources

SUBJECT: Summer Checks/Unemployment Benefits

As an at-will employee, I hereby acknowledge that I will not receive any pay checks during the summer months when school is not in regular session and I do not qualify for unemployment benefits.

Signature

Date