

EUREKA COUNTY SCHOOL DISTRICT

LICENSE/OCCUPATIONAL CERTIFICATION

Information Required

The following documents must be on file in the District Office for each certified (licensed) employee before the employee begins his/her employment with the District and before the beginning of each school year.

- a. A valid certificate (license)
- b. A valid contract
- c. Transcripts for college or university credits
- d. Withholding Tax Form W-4
- e. Employment Eligibility Verification (Form I-9)
- f. Other forms as may be required

Grounds for Dismissal, Suspension, or Rescission of Offer of Employment

An employee/applicant who fails to obtain and/or maintain a valid license and endorsement may be suspended, dismissed, or have a conditional offer of employment rescinded.

Non-Renewal or Revocation of License or Certification

Any certified or classified employee in a position that requires a license, certificate, permit, or other occupational certification to practice his/her profession through the State of Nevada must adhere to the provisions of NRS 425. This Chapter establishes procedures under which the agency granting the license, certificate, permit, or occupational certification may withhold, suspend, or restrict the issuance of professional and/or occupational certificates, licenses, or certifications for individuals who

- Have not complied with a subpoena or warrant relating to child paternity or child support obligations, or
- Are in arrears in child support payments.

If an employee receives notice that his/her license, certificate, permit, or occupational certification has not been renewed or has been revoked, s/he must immediately notify his/her administrator or manager/supervisor of such revocation. The employee will not perform any task or function for which the license, certificate, permit, or

occupational certification is required after s/he has received notice of revocation or non-renewal of such license, permit, etc.

By statute, an employee has 30 days to satisfy one of the following conditions:

- Comply with the court order, subpoena, or warrant;
- Satisfy any arrears payments due; or
- Submit to the District Attorney or other public agency a written request for a hearing.

If the employee fails to satisfy one of the listed conditions, his/her license, certificate, permit, or occupational certification will be revoked by the issuing agency.

Failure to Obtain/Maintain Licensure or Certification

In the event a classified or certified employee does not have the valid license(s), certificate(s), permit(s), or occupational certification(s) required by his/her job description, s/he does not meet the job requirements. Failure to meet the job requirements will result in termination.

If a prospective candidate for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, s/he will not be given any further employment consideration. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.

The District may conduct a review of driver's license records annually for those employees required to drive as a part of their duties.