

## SECTION 170 – PROCESSING NEW EMPLOYEES

### 171 OATH OR AFFIRMATION OF ALLEGIANCE FOR CIVIL DEFENSE

Every college District employee shall sign the Oath or Affirmation of Allegiance as required in chapter 8, section 3103, of the Government Code.

### 172 FINGERPRINTING

All new and reinstated classified employees are required to be fingerprinted within ten (10) working days of the date of employment. The fingerprint form and instructions are furnished by the Human Resources Department, and all fees are paid by the District. (Ed. Code, § 88024.)

### 173 TB TESTING

No person shall be initially employed in a regular classified position unless the person has submitted to an examination within the past sixty (60) days to determine his/her freedom from active tuberculosis. However, the individual can be exempted if the school district that previously employed the applicant verifies that it has a certificate on file that indicates the person was examined within the past four (4) years and was found to be free of communicable tuberculosis.

Thereafter, all employees who skin test negative shall undergo the required examination at least once every four (4) years or more often if directed by the Governing Board. Employees who skin test positive, followed by a negative x-ray, must submit a completed follow-up questionnaire form to the Human Resources Department annually. (Ed. Code, § 87408.6.)

It is the employee's responsibility to return evidence of the results of the test to the District Human Resources Department.

### 174 FORM W-4 (WITHHOLDING)

Form W-4 (*Employee's Withholding Exemption Certificate*) must be filed by every employee and will be used for both Federal and State withholding.

### 175 SOCIAL SECURITY NUMBER

Upon employment, employees must show their Social Security card to the Human Resources Department for payroll verification.

### 176 I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORM

New employees must complete an I-9 form within seventy-two (72) hours of employment documenting their right to work in the United States.

### 177 PERSONNEL COMMISSION RULES AND FORMS

All regular classified employees shall be issued a copy of the Personnel Commission Rules at new employee orientation, all forms as provided for in Section 162, and appropriate policies and procedures of the Governing Board. Copies of the Commission Rules are available at the President's office at each college, Office of the Personnel Commission and the worldwide web at [vccd.net/pc1](http://vccd.net/pc1).