



ATTENTION: STAFF MEMORANDUM

TO: All CMP Employees

**FROM: Human Resources Department
California Montessori Project
(916) 971-2432 – Phone
(916) 971-2436 – Fax**

DATE: August 6, 2009

RE: Employment Requirements – Recordkeeping updates

As you know, a requirement of employment for all CMP employees is a current negative TB test (good for four years from the date of reading). Additionally, all campus staff are required to maintain current First Aid and CPR certifications to include infant/child CPR and blood borne pathogens training. Finally, certificated teaching staff must maintain their state teaching credentials in active, good standing.

As we continue to automate our payroll and record keeping systems, we will begin to enter all this data into our electronic processing system. Doing so provides a greater level of accountability and ease in generating personnel reports as needed throughout the year. Doing so also provides greater access to these records by our county auditors. In conjunction with the beginning of the new fiscal year, the county treasurer's office sent out their annual reminder that they do hold paychecks for employees with outdated or lapsed employee compliance records.

The county treasurer's office (our payroll payment entity) is sending a strong message of enforcement to all their districts and charter schools due to the increased failure to comply with these universal requirements. If you are unsure whether we have received your most recent certifications and credentials, please take a moment to verify this information with your campus administrative office staff. Employees who have outdated records at the time of the monthly payroll cutoff date will have their direct deposit feature suspended at the county processing level and a live check will be held in the county office until proof of compliance has been received.

We don't want *any* of our CMP staff to be caught in such a dilemma. Please familiarize yourself with your own renewal dates and be sure that our human resources office receives current copies of all of your compliance documents at each renewal date to assure prompt processing.

If you have any questions, please contact Human Resources Administrative Assistant, Melissa Lambert. Thank you in advance for your attention to this very important matter.