



Birmingham Education Association, MEA/NEA

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Important papers checklist

Every school employee should maintain an easily accessible personal file containing important documents, such as:

- Employee licenses and/or certificates
- Record of technical training courses, vocational certificates or diplomas
- Transcripts of higher education credits and degrees
- Record of job-related seminars, workshops and conferences
- Letters of appointment and hire
- Employee contracts, including supplemental contracts
- Record of hire from employer's official minutes
- Record of accumulated sick leave and other leave days (personal, vacation) Copy of assignment schedule .
- Log of tax-deductible job-related expenses
- Copies of insurance policies
- Information from the retirement system affecting your benefits
- Yearly employment notice supplied by employer
- Documentation of commendations, awards and honors
- Employee salary or wage schedule
- All evaluation records
- Local bargaining contract
- Letters to and from your association
- Letters to and from administrators/supervisors and departmental communications
- Letters to and from parents and students
- Employer-adopted policies on student discipline, suspension, expulsion, corporal punishment and work procedures
- Record of disciplinary methods used in handling student problems, including date and witnesses involved
- Record of assaults, violence and workplace thefts
- First aid or CPR certificate
- Personal reconstruction of events surrounding student injuries
- School calendar
- Employee fringe benefit information: Maintain records on fringe benefits, such as health insurance booklets, claim filing procedures and telephone numbers