

Franklin Central Supervisory Union

NEW HIRE INFORMATION

*Please print information in ink and attach originals of all required documentation.
Since this form contains confidential information, please do not leave unsecured or exposed.*

New Employee's Name: _____ **First Work Day:** _____

Job Title: _____ **Supervisor:** _____

Work Location: Central Office BFA NWTC Fairfield SATEC St. Albans City CPSC

Contract Type: School Year Full Year Other: *Please list number of days:* _____

Status: Full Time Part Time *FTE %* _____ Temporary/Substitute Extracurricular

Wages:	<i>Pay/Salary Rate</i>	<input type="checkbox"/> per hour <input type="checkbox"/> annually <input type="checkbox"/> per diem	<i>Hours paid per day:</i>	<i>Other special pay information:</i>
	<i># Trimesters</i>	<i>Daily classes/periods assigned</i>	<i>Co-curricular, Extra Classes/Duty Pay</i>	<i>Stipend or Amount of Extra Pay:</i>

Classroom Positions

Required Documentation:

<i>For All Positions</i>	<i>School Administrator</i>		<i>Central Office</i>	
	<i>Received By:</i>	<i>Date:</i>	<i>Received By:</i>	<i>Date:</i>
<i>Employment Application (completed and signed)</i>				
<i>Resume (if presented by applicant)</i>				
<i>Letters of Reference: 1 2 3</i>				
<i>Verification/Reference Checks: 1 2 3</i>				
<i>Criminal Record Check Form</i>				
<i>I-9 Form with supporting documents</i>				
<i>Federal W-4 Form</i>				
<i>Administrator and Educator Positions</i>	<i>School Administrator</i>		<i>Central Office</i>	
	<i>Received By:</i>	<i>Date:</i>	<i>Received By:</i>	<i>Date:</i>
<i>Copy of License:</i>				
<i>Transcripts showing all course work and degree(s) earned</i>				

Placement on Step

<i>Degree</i>	<i>Credits Beyond Degree</i>				<i>Years of Experience</i>	<i>Step</i>
	0	15	30	Other		
<i>None</i>						
<i>Associate</i>						
<i>Bachelor</i>						
<i>Master</i>						
<i>Doctorate</i>						

Copies to: Employment File, Business Office

Franklin Central Supervisory Union

NEW HIRE CHECKLIST

Before the Employee Arrives: *To help the new employee understand all that is required and to ensure that the employee is not overlooked on payday, the following hiring information must be completed and forwarded to the Superintendent's Office.*

Principal/Director/Supervisor Responsibility:

- _____ **Requisition Form:** This must be completed and approved before the recruitment process begins. It is used to monitor open positions and encumber funds within the Supervisory Union.
- _____ **New Hire Information Sheet:** Includes information to draft contracts, set up payroll and benefits as appropriate.
- _____ **Supporting Documentation:** This includes a completed/signed application, letters of reference/reference check forms, certifications, licenses, transcripts, other special or required hiring information.
- _____ **Schedule for Orientation:** If the person starts prior to the school year, it is important that they attend an orientation session. This is the official introduction to the Supervisory Union /School and will provide an overview of the educational mission, expectations, pay, benefit and contractual information. For those unable to attend the annual August orientation, an individualized review of this information may be arranged through the Superintendent's Office.
- _____ **Plan for Workspace:** Whether it's a classroom, desk or cubicle, it is an important to arrange a space in advance for the new employee.
- _____ **Provide Resources:** As appropriate, arrange for phones, technology information (passwords, computers, software handbooks), office supplies, resource materials (listing of internal phone numbers, phone book, key contact people), keys, parking space assignment.
- _____ **Key Contact People:** to help make a smooth transition, provide key contacts with advance notice that the new person will be joining your team. This could be done by a simple memo, e-mail or through committee/department meetings.

Central Office Responsibility:

- _____ **Criminal record check form,** payment, and outcome report
- _____ **I-9 form** and supporting verification documents
- _____ **W-4** for tax withholdings

After the Employee Arrives

Principal/Director/Supervisor Responsibility:

- _____ **Discuss work hours:** Set the expectation for when the workday will start and end. Explain lunch and break time, sick, vacation, holiday and leave time policies. Even though this might have been explained earlier or is outlined in Master Agreements, it is important to reiterate and allow the new employee an opportunity to clarify any point.
- _____ **Tour the worksite:** Familiarize your new employee with restrooms, break areas, parking, and other important areas such as where supplies are kept, and where copier and fax machines are located.
- _____ **Introduce to Co-Workers:** It is important for new employee as well as current employees to have introductions.
- _____ **Review Procedures:** Review policies and customs for leave time scheduling, timecard procedures, ordering supplies, answering phones, dress code, other guidelines and policies which may be unique to the school/department.
- _____ **Overview:** Review the mission and function of the area and how it integrates with the rest of the School and Supervisory Union. Identify key and ancillary members, chain of command, contacts, vendors, etc.
- _____ **Establish Objectives:** Review the department and individual objectives and indicate times and measurements. Share performance evaluation information as well as job description.
- _____ **Review Job Opportunities:** Review the pay structure, standardized job posting process.