

Name _____ Title _____ Campus _____ Date _____

EMS ISD New Hire Packet Checklist

Lunch Monitor, Temporary, Summer Worker, Tutor, Job Coach Employee Checklist

I-9 Qualifications Met (See HR Leadership if Visa is provided or if qualifications have not been met)

Fingerprints Complete

W-4

Direct Deposit Form

Insurance Enrollment / Declination Form

Retire/Rehire Information Form

MidAmerica Information Packet

I understand that my earnings from this job are not covered under Social Security and that participation in this 457 (b)Deferred Compensation Plan (FICA Alternative) is a condition of employment.

X _____

Employee Handbook

I confirm that I have read and understand the contents of the EMS ISD Online Employee Handbook. I further agree to abide by the policies, procedures and guidelines included in the Handbook while employed by the District.

X _____

Electronic Acceptable Use Policy

I agree that I have read, understand and accept responsibility for the information in the Acceptable Use Policy. I will also follow the policies, rules and guidelines described in the document.

X _____

Universal Availability Notice

I understand that I am eligible to participate in 403(b), a supplemental retirement plan option. For more information please contact Jamie Erwin – Benefit Specialist.

X _____

ACA Policy Reviewed (Information Packet on District Website)

I acknowledge that the ACA Policy has been reviewed with me.

X _____

ID Badge

Welcome Letter and School Calendar