

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
- PST Form

I understand that my earnings from this job are not covered under Social Security and that participation in this Deferred Compensation Plan 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 _____

- 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