

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 _____

- Acceptable Use Policy – Job Coach and Tutor Employees Only**

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**

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

X _____

- ID Badge**
- Welcome Letter and School Calendar**