
NEW HIRE
WORK INSTRUCTION (PER-W012)
Milford Public School District

1.0 SCOPE:

- 1.1 This work instruction describes the process the Human Resources Department uses to process paperwork to hire a new staff member.

The on-line version of the work instruction is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools
- 2.2 Deputy Superintendent of Operations
- 2.3 Director of Human Resources

Authorized Signature on File

Signature Date

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Human Resources

4.0 DEFINITIONS:

- 4.1 MBOE – Milford Board of Education
- 4.2 HR – Human Resources

5.0 PROCEDURE:

- 5.1 After a candidate has been offered and accepts a position, a representative from the HR Department arranges a meeting to review new hire paperwork.
- 5.2 On the day of the meeting, the Human Resources Specialist or HR Director goes over the necessary materials needed to process the new employees as well as any other required documentation and answers any questions. These items are dependent upon the position which the employee was hired for and are noted and disclosed in "Associated Documents" 6.0.
 - 5.2.1 The employees are given some time to complete the paperwork.
 - 5.2.2 The employee may take the paperwork home as long as they agree to return it in a timely fashion. If paperwork is not returned, reminder memos are sent out (PER-F046, PER-F047, PER-F048).
- 5.3 If eligible for benefits, the Benefits Coordinator sends each new hire a benefits enrollment packet, which contains enrollment forms and deadline information.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 New Teacher Sign-On Session Letter- PER-F016
- 6.2 Alcohol, Drug and Tobacco Milford Public School Policy #4118.231 (PER-F019)
- 6.3 Internet Policy Agreement Milford Public School Policy #4118.4(a) (PER-F020)
- 6.4 Sexual Harassment Milford Public School Policy #4118.112(a) (PER-F021)

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- 6.5 Federal Tax Form
- 6.6 Fingerprinting Instructions (Word doc.)
- 6.7 Tuberculosis Instructions (Word doc.)
- 6.8 State Tax Forms
- 6.9 School Calendar
- 6.10 Fingerprint Cards (Green & Blue)
- 6.11 State Fingerprint Report
- 6.12 Reminder Memo Paperwork (1st, 2nd & 3rd notice – PER-F046, PER-F047, PER-F048)
- 6.13 I-9 Employee Eligibility Verification form
- 6.14 Pension form
- 6.15 Staff Emergency form
- 6.16 Authorization for Payroll Deduction for Union Dues
- 6.17 Direct Deposit form
- 6.18 Tax Shelter Annuity Adjustment form
- 6.19 U.S. Series EE Savings Bond Card
- 6.20 Sick Bank Leave form
- 6.21 Statement Concerning Employment not Covered by Social Security
- 6.22 CT Teachers Retirement System Active Teacher Beneficiary form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
New Teacher Sign-On Session Letter	HR Office	Discard as Desired	Discard as Desired	Locked Office
Milford Public School Policy # 4118.231 – Alcohol, Drug & Tobacco (PER-F019)	HR Office	99 years	Discard as desired	Locked Office
Milford Public School Policy # 4118.4(a) Internet Policy Agreement (PER-F020)	HR Office	99 years	Discard as desired	Locked Office

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Milford Public School Policy # 4118.112(a) Sexual Harassment Policy (PER-F021)	HR Office	99 years	Discard as desired	Locked Office
State Fingerprint Report	HR Office	99 years	Shred	Locked Office
Federal Tax form	Payroll	99 years	Shred	Locked Office
State Tax form	Payroll	99 years	Shred	Locked Office
Direct Deposit form	Payroll	99 years	Shred	Locked Office
Authorization for Payroll	Payroll	99 years	Shred	Locked Office
Deduction for Union Dues	Payroll	99 years	Shred	Locked Office
I-9 Employee Eligibility Verification form	HR Office	99 years	Discard as desired	Locked Office
Pension form	HR Office	99 years	Shred	Locked Office
Sick Bank Leave form	Payroll	99 years	Shred	Locked Office
Statement Concerning Employment not Covered by Social Security	HR Office	99 years	Shred	Locked Office
CT Teachers Retirement System Active Teacher Beneficiary form	Payroll	99 years	Shred	Locked Office
Staff Emergency form	HR Office	99 years	Shred	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #</u>	<u>Description of Revision:</u>
08/25/2003	A	Initial Release
09/26/2003	B	Add to 4.2, change 5.3, add to 6.0 and 7.0
10/01/2004	C	Change Approval Authority; wording in 5.3, 5.4, 6.0 and 7.0
10/05/2006	D	Change title of procedure; change, add/delete language to 1.1; 2.1; 3.1; 4.1; 4.2; 5.1; 5.2; 5.3' 5.3.1; 5.3.2; 5.4; 5.5; 5.6; 6.0; 7.0

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