

NORTH ATTLEBOROUGH PUBLIC SCHOOLS

NEW EMPLOYEE CHECKLIST

The following is a list of the forms/information necessary to process your employment paperwork. As you complete the paperwork place a check in the box next to the information provide to ensure that it was completed/received and sign and date the back of the form. All forms must be returned in a timely fashion or they may be a delay in receiving your pay check.

EMPLOYMENT FORMS TO BE COMPLETED/SIGNED:

- Employment Application (Resume and Offer letter should be included)
- I-9 Employment Eligibility Form (Two forms of ID required)
- EEO-5 Self Identification Form
- W-4 Employee's Federal Withholding Certificate
- M-4 Employee's Massachusetts Withholding Certificate
- Criminal Records Check (CORI) Sexual Offender Records Check (SORI) sign off
- Position Audit Form
- Direct Deposit Form (Attach Voided Check or Savings Account Deposit Slip, or a Bank Statement with Routing Number and Account Number) **Mandatory**
- Social Security Disclosure Form - No Longer Pay into

Employees must complete one of the 3 forms below depending on their employment.

- OBRA Form (*Required for all employees working < 20 hours.*)
- Town/Retirement Board enrollment form (*Required for non-teaching employees working >20hrs.*)

Employment Forms to be provided

- MTRB on-line Enrollment Confirmation Form
- Massachusetts Teaching Certificate/License (provide a copy)
- Physician's statement from OHS or the employee's personal physician within the last year (Required for employees working more than 20 hours) Appt. date: _____
- Birth Certificate (Employees enrolled in the Town/Retirement Board)

SCHOOL POLICIES & ACKNOWLEDGMENT FORMS

- ACKNOWLEDGEMENT FORM FOR THE FOLLOWING POLICIES:
 - Domestic Violence Leave Policy
 - Drug Free Workplace Policy
 - Safety Program Policy
 - Sexual Harassment/Bullying & Hazing Policy
 - Smoking on School Premises Policy
 - Staff Technology Use Policy & Acknowledgement

INFORMATION PROVIDED

- *General Notice of COBRA Continuation Coverage Rights*
- Signed Acknowledgment of the General Notice of COBRA Continuation Coverage Rights*
- State Ethics Commission Mandate Notice
 - The 1st mandate - Annual Distribution and acknowledgement of the summary of the law. (Conflict of Interest Policy)
 - The 2nd mandate – Requires that all employees complete an on-line training program that is currently on the Ethics Commission's website. (Training)
- Signed Summary of the Conflict of Interest Law for Municipal Employees Form
- Returned State Ethic on-line training Certificate of Completion

- Mandate Notice Regarding National Fingerprint Based Background Check
Signed Acknowledgment of the required National Fingerprint Based Background Check
Returned Fingerprinting Receipt – Appt. Date: _____

UNION INFORMATION:

- Signed Acknowledgment Membership Application authorizing deduction from salary such dues by the North Attleboro Federation of Teachers
- Sign to accept or decline participation in the Sick Leave Bank

BENEFITS

- Benefits Highlights
Benefit Checklist Form (Signature Required)
 - Benefit Insurance Rates
 - Health Plan Summaries
Health Insurance Enrollment Form
Vision Insurance Enrollment Form
Basic Life Insurance Enrollment Form
 - Flexible Spending Information
Flexible Spending Accounts (Cafeteria Plan Advisors, Inc.)/Authorization for Pre-Tax Payroll Reduction
 - **100% Employee Paid Benefits**
Dental Insurance Enrollment Form
Voluntary Life Insurance Enrollment Form
Long Term Disability, Critical Illness Plus, Accident Option Plus & Life Option Plus (Permanent Life)
(Please contact LifePlus Insurance Agency, Inc. with any enrollment questions.
781-837-9222
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