

(Please Print)

Name:	Phone:
Work Location:	Job Title:
Welcome to Alachua	County Public Schools
As a new employee, you are required to submit and/or acknown paycheck can be processed:	wledge receipt of the following documents before your first
1. Copy of Social Security Card 2. Copy of Driver's License, Passport or State-Issued Picture ID 3. FRS New Employee Certificate 4. Social Security Number Collection and Use 5. Alcohol and Drug-Free Workplace 6. Tobacco Use in District 7. Acknowledgement of FRS 8. Employment in Job Not Covered by Social Security 9. Staff Data Collection Form 10. Data Sheet 11. Oath of Loyalty	13. Pay Frequency & Auto Deposit 14. W-4 Form 15. Probation and Evaluation 16. Protection of Confidential and Exempt Employees 17. Employee Rights & Responsibilities under FMLA 18. New Health Insurance marketplace Coverage Options and Your Health Coverage Options and Health (Hepatitis B) 20. Safety Regulations (Fire, Rescue) 21. Employee Handbook 22. The Code of Ethics 23. Anti-Harassment 24. Staff network & Internet Acceptable Use
12. Employee Eligibility Verification (I-9)	-

Education Support Professionals and Professional/Technical Personnel

- Verification of work experience: It is your responsibility to mail an Alachua County Public Schools "Work Experience Verification Form" to your previous employer(s). Work experience must be applicable to your current position. The completed verification form must include the original signature of the employer representative. Employees must submit a completed Verification of Experience--Non-Instructional Form (PER-2324-022) within the first fiscal year of employment in order to receive credit for years of service (Policy 4410). Initial placement for new hires shall be at Step 00 with credit for one (1) year of experience in the field in which they will be employed, not to exceed the current agreed-upon step of the Education Support Professional Salary Schedule. Salary adjustments will be made retroactive to the beginning date of duty provided the verification form is received prior to June 30th of the current year. Your salary will not include credit for work experience until the verification form is received and approved.
- > Group health and life insurance: You must be appointed to work 4.0 hours per day to be eligible for insurance benefits.

Instructional Employees

- Verification of teaching experience: It is <u>your responsibility</u> to mail an Alachua County Public Schools "Teaching Experience Verification Form" to each of your former school district employer(s). The completed verification form must include the original signature of the school district representative. Salary adjustments will be made retroactive to the beginning date of duty provided the verification form is received <u>prior to June 30th</u> of the current year. <u>Your salary will not include credit for teaching experience until the verification form is received approved</u>.
- > Group health and life insurance: You must be appointed to work 3.75 per day to be eligible for insurance benefits.

All Employees

- ➤ I understand that it is <u>my responsibility</u> to supply any missing items to the Division of Human Resources BEFORE I receive my first paycheck.
- ➤ I understand that it is <u>my responsibility</u> to notify the Division of Human Resources in writing of address, telephone or marital status change(s). Contact Human Resources at 955-7727 to request the appropriate form (Employee Information Change Form).

Employee's Signature	Date

Form No.: Per-2324-028 – New Employee Checklist
New Date: 10/20/23

Distribution: White – Personnel Services
Yellow - Employee