

Title: Procedure for Administrative Start-up of New Employees

Control Information

Control Item	Details
Owner/Curator	Payton James-Amberg
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Consult and Notify	ICP, ED, HT, AA

Revision History

Revision	Date	Revision Description	Originator
A	7/30/09	Initial Release	James-Amberg
B	8/14/2014	Numbering and format revision	Melissa Harris

1. Objective:

The objective of this policy is to identify each of the administrative steps that must be accomplished for a new hire in order to be in compliance with applicable laws and the school charter. A further objective is to identify which staff member(s) is responsible for carrying out each task.

2. Background:

There are a number of systems that the school uses which new employees must be integrated into, and/or made aware of. Further, it is imperative that specific requirements and regulations relating to general employment, public school employment, charter school employment, and MCCS employment pertaining to payroll, child safety, school liability, and school operating policies and procedures be implemented promptly and consistently among all classes of employees.

3. Procedure:

Step	What	Who	When
1	Make an employment folder to be stored in the fire safe	AA	Upon acceptance of offer
2	Make an employee checklist sheet for folder (see form below)	AA	Upon acceptance of offer
3	Transfer relevant material from hiring packet to employment file	AA	Upon acceptance of offer
4	Give all employees I-9 and W-4 to fill out	AA	To be completed before end of first day of work
5	Examine I-9 and ID; sign off	ED	Before end of first day of work
6	Copy IDs used to support I-9; file I-9, W-4, and supporting documents	AA or ICP Pres.	Before end of first day of work
7	Issue Keys, sign out in log (see ProcedureS00016)	ED or ICP pres.	First Day
8	Enter in Quickbooks for payroll (requires info from W-4 and PERS)	FM	Before 1 st payday
9	Enter in PERS system; DTL1 report (requires W-4 info)	FM	Before 1 st payday

Step	What	Who	When
	<p>Key Questions:</p> <ul style="list-style-type: none"> Will this person typically work more than 600 hrs Jan-Dec? Is this person already in the PERS system or are they subject to the 6 month eligibility waiting period? See PERS manual for more specifics 		
10	Sign up for health insurance and dental if full time employee	FM or ED	Upon hire; Coverage starts Sept. 1 st
11	Sign up for direct deposit if salaried (Optional); Must fill out form.	FM	At will
12	Enter in SIS system under staff	AA	Upon hire
13	Provide a copy of staff handbook	AA	First day
14	<p>Get copy of teaching license (licensed staff)</p> <p>-or-</p> <p>Provide forms for fingerprint-based criminal background check (classified staff)</p>	AA	First day
15	<p>Non licensed Staff: Fill out background check and have notarized; get fingerprints taken by the Benton Co. Sheriff's Dept (Div. Of Parole) (at the jail in downtown Corvallis)</p> <p>Requires signature of ED prior to notarizing</p> <p>Requires payment for fingerprinting</p>	<p>Employee</p> <p>ED</p> <p>Employee</p>	First week
16	<p>Submit fingerprint background forms to ODE w/ payment by check</p> <p>Note that this requires several steps including notarizing and getting fingerprints so the process needs to start early for MCCS to be in compliance.</p>	AA, FM	Before first day with students
17	For Executive Director: register with TSPC.	ED	ASAP
18	Send copy of license, completed background check or TSPC registration to 509J HR (currently Jennifer Duvall); keep copies for employment file.	AA	ASAP
19	Read all policies and procedures listed in contract	Employee	Before first day

Step	What	Who	When
20	Orientation (see Orientation Procedure)		Before first day of with students
	Licensed staff & Educ. Assistants	HT	
	Head Teacher	ED	
	Non Licensed staff	ED	
	Executive Director	ICP	

Employee File Checklist

Name: _____

Start Date: _____ Termination Date: _____

Keys Issued: _____ Date: _____

Completed W-4 yes no

Completed I-9 yes no

Photocopied ID yes no

Fingerprint background check -or- copy of teaching admin license/registration

Trainings/Certifications	In File?	Date
Bloodborne Pathogens		
Sexual Harassment		
Sexual Conduct with a Child		
Reporting of Suspected Child Abuse		
First Aid/CPR		
EpiPen		
Defibrillator		
BioHazard		
Playground Safety		

