

PLYMOUTH COMMUNITY SCHOOL CORPORATION

NEW EMPLOYEE ORIENTATION – FULL TIME CLASSIFIED

Note: All employees must attend an orientation session.

Employee’s Name: _____ SSN: _____

Job Title: _____ Building: _____ Date Hired: _____

PERSONNEL DEPARTMENT: The information checked below has been give or explained to the employee.

COMPENSATION AND BENEFITS

- Time Sheet/Card (example) ()
- PAYROLL INFORMATION
 - W4 ()
 - WH-4 ()
 - Verification of Eligibility ()
 - Pay Schedule ()
 - Direct deposit ()
 - Credit Union Deduction ()
 - School Calendar ()
 - United Way Deduction ()
 - Salary Policy ()
 - Sick Benefits ()
- INSURANCE PROGRAM
 - Insurance Costs ()
 - Health Insurance Portability ()
 - MASE Booklet ()
 - Life Booklet ()
 - Disability Booklet ()
 - Medical/Life/LTD Application ()
 - Dental Booklet ()
 - Application ()
 - Vision Information ()
 - Insurance Verification ()
 - Insurance Benefits Letter ()
 - Section 125 Form ()
 - Cobra Notification ()
- RETIREMENT INFORMATION
 - PERF Booklet ()
 - PERF Application ()
 - Annuity Vendors ()

GENERAL

- Job Description ()
- Staff Discipline Guidelines ()
- Employee Physical ()
- Uniforms, if applicable ()
- Smoking Policy ()
- Drug Policy ()
- Workers Compensation ()
- Criminal History Check ()

LEAVES, PROMOTIONS & TRANSFERS

- Performance Evaluations ()
- Promotion ()
- Transfers ()
- Vacations ()
- Holidays ()
- Absences-Tardiness ()
- Jury Duty ()
- Bereavement ()
- Leaves of Absence ()
- Maternity-Medical & Family ()
- Professional Leaves ()
 - Mileage Reimbursement ()
 - Meal Reimbursement ()
 - Other Reimbursement ()

ITEMS TO BE REC'D FROM EMPLOYEE

- Drug Policy ()
- Physical ()
- Criminal History Check ()
- _____ ()

NEW EMPLOYEE AGREEMENT

This employee packet describes only the highlights of the school corporation policies, procedures, and benefits. In all instances the official benefit plan texts, trust agreements, and master contracts as appropriate are the governing documents. Your employee packet is not to be interpreted as a legal document or an employment contract. Employment with the School Corporation is at the sole discretion of the School Corporation and may be terminated for any reason. Nothing in this packet constitutes an express or implied contract or assurance of continued employment, or that just cause is required for termination.

Understood and agreed:

(Employee's Signature)

(Date)