



## **BEGINNING EMPLOYMENT**

### New Employee Starting Papers

Upon acceptance of a job offer and prior to beginning work, all newly hired employees must arrange to visit the Office of Human Resources located in the Monroe County School District Main Office (241 Trumbo Road) to ensure that documentation necessary for employment has been submitted. Fingerprints will be taken at this time and the cost is borne by the employee.

Employees should be prepared to provide proof of U.S. citizenship or eligibility to work in the U.S. and to complete and certify accuracy of the Employment Eligibility and Verification Form (Federal Form I-9), in addition to completing payroll-related forms. Form I-9 documentation must be provided within three days of hire. A School District ID badge will be provided that will be required to access the NASKW Sigsbee Annex.

Pre-employment documentation may include individual, family and beneficiary birth certificates, Social Security cards and U.S. Passports. Official education transcripts may also be required, depending upon the nature of your position.

### Reference and Background (FDLE Checks)

The SCS employment verification process includes criminal record (FDLE) checks in addition to personal and professional references, educational and employment background checks. All offers of employment are contingent upon satisfactory results of these employment screening processes. The Sigsbee Charter School reserves the right to periodically update records for individual employees, employees in specific job categories or the school department staff as a whole. An unsatisfactory FDLE report may result in termination of employment. Employees who are involved in criminal proceedings that may affect employment should assure notification to the Principal or Board President and take prompt action to allow update of employment records.

### Health Plan Enrollment

New employees, who are eligible for health insurance benefits and wish to enroll in a health care plan or for a health plan option, must do so within thirty (30) calendar days from the date of appointment. Those who do not enroll within this specified time frame will not be eligible to enroll for health insurance coverage or waiver until the next annual open enrollment period unless a “qualifying event” occurs. Additional information about available health care plan options is provided in the —Benefits || section of this Handbook.

## Orientation

SCS wants you to be successful in your new job and is prepared to answer questions new employees may have about specific responsibilities, work hours and general policies and procedures relating to employment in the Sigsbee Charter School. You may contact the Principal or Human Resource Manager with general questions. During Pre-Planning, days are set aside to conduct orientation with new staff and allow teachers time to set up classrooms.

## New Teacher Orientation

As a new teacher, the Principal and mentor teacher will orient you to your teaching responsibilities and assist you in ordering books, supplies and other materials. SCS sponsors an orientation meeting/training for new teachers prior to the beginning of each school year. Teachers new to the District must enroll in the MCSD Induction program and will be sponsored by SCS. Professional development sessions are sponsored regularly throughout the school year. They are valuable sources of information about curricular and educational resources in addition to providing opportunities for sharing and networking with other professional educators. Information on these and other programs is disseminated to teachers in advance of each offering.

All teachers new to Monroe County School District, must participate in the District Induction Program within the first two years of being hired. SCS will assign you a certified mentor to help guide you through the process. It is the employee's responsibility to complete all of the requirements of the program in a timely fashion and submit their evidence to the District coordinators when requested to do so.

New hires should expect to meet weekly with their mentor, set up observations of the mentor's classroom as well as times for the mentor to observe the new hire, and be prepared to complete professional development requirements.