

## PLYMOUTH COMMUNITY SCHOOL CORPORATION

NEW EMPLOYEE ORIENTATION – FULL TIME CERTIFIED

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 given or explained to the employee.

**COMPENSATION AND BENEFITS**

- **PAYROLL INFORMATION**
  - W4 ( )
  - WH- 4 ( )
  - Verification of Eligibility ( )
  - Pay Schedule ( )
  - Direct deposit ( )
  - School Calendar ( )
  - United Way Deduction ( )
  - Master Contract ( )
  - Sick Benefits ( )
  - Employee Assistance Program ( )
  
- **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**
  - TRF Booklet ( )
  - TRF Application ( )
  - Notice of Beneficiary ( )
  - Annuity Vendors ( )

**GENERAL**

- Job Description ( )
- Staff Discipline Guidelines ( )
- Employee Physical ( )
- Smoking Policy ( )
- Drug Policy ( )
- Workers Compensation ( )
- Transcripts ( )
- Experience Record ( )
- Criminal History Check ( )
- Teaching License ( )
- Teacher Internship Application ( )  
(Less than one (1) year teacher)

**LEAVES, PROMOTIONS & TRANSFERS**

- Performance Evaluations ( )
- Promotion ( )
- Transfers ( )
- 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**

- Experience Record ( )
- Transcripts ( )
- Physical ( )
- Criminal History Check ( )
- Teaching License ( )
- Drug Policy ( )
- \_\_\_\_\_ ( )

## 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 the reasons and procedures set forth in C 20-6. 1-4.

Understood and agreed:

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(Employee's Signature)

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(Date)