

Title: 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
C	10/09/2014	Added steps 8 and 9, edited step 4, title change	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 new employee 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	Notify existing staff of new hire	ED	Upon acceptance of offer
9	Provide new employee with	AA	Before end of first day

Step	What	Who	When
	muddycreekcharterschool.org e-mail account		of work
10	Enter in Quickbooks for payroll (requires info from W-4 and I-9)	FM	Before 1 st payday
11	Enter in PERS system; DTL1 report (requires W-4 info) Key Questions: <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 	FM	Before 1 st payday
12	Sign up for health insurance and dental if full time employee	FM or ED	Upon hire; Coverage starts Sept. 1 st
13	Sign up for direct deposit if salaried (Optional); Must fill out form.	FM	At will
14	Enter in SIS system under staff	AA	Upon hire
15	Provide a copy of staff handbook	AA	First day
16	Get copy of teaching license (licensed staff) -or- Provide forms for fingerprint-based criminal background check (classified staff)	AA	First day
17	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) Requires signature of ED prior to notarizing Requires payment for fingerprinting	Employee ED Employee	First week
18	Submit fingerprint background forms to ODE w/ payment by check Note that this requires several steps including notarizing and getting fingerprints so the process needs to start early for MCCS to be in compliance.	AA, FM	Before first day with students
19	For Executive Director: register with TSPC.	ED	ASAP

Step	What	Who	When
20	Send copy of license, completed background check or TSPC registration to 509J HR (currently Jennifer Duvall); keep copies for employment file.	AA	ASAP
21	Read all policies and procedures listed in contract	Employee	Before first day
22	Orientation (see Orientation Procedure) does this exist? Licensed staff & Educ. Assistants Head Teacher Non Licensed staff Executive Director	HT ED ED ICP	Before first day of with students

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		