



Matriculation for Certified Personnel Procedure (HR-P005)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used to matriculate certified personnel at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of HR

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resources Specialist

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 AESOP - Automated Educational Sub Operator
- 4.2 80/5 - Reduce Salary Leave Program
- 4.3 PERS - Public Employee Retirement System
- 4.4 HR – Human Resources

5.0 PROCEDURE:

- 5.1 The HR Technician gives a Welcoming Introduction and discusses the following:
 - 5.2 Confirm sign in sheet and fingerprint information
 - 5.3 Discuss Harassment / Sexual Harassment training
 - 5.4 Discuss Risk Management / Health Benefits
 - 5.5 Wellness Program
 - 5.6 AESOP
- 5.7 Discusses Negotiated Agreement with new employees but not limited to the following:
 - 5.7.1 Sick Leave days
 - 5.7.2 Evaluations
 - 5.7.3 Leaves of absence
- 5.8 The HR Technician highlights the importance of each of the memos/forms, but is not limited to the following:
 - 5.8.1 School Locator Map
 - 5.8.2 List of schools & Principals/ CTL list



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5.8.3 Reduce Salary Leave Program (80/5)

5.8.4 School Calendar

5.8.5 Payroll Calendar

5.8.6 Family & Medical Leave Act Memo

5.8.7 Drug Free Work Environment Memo/Policy

5.8.8 Ethical Standards Policy

5.8.9 Americans with Disabilities Act Memo/ Reasonable Accommodation Memo

5.8.10 Group Insurance and Retirement Benefits

5.8.11 Deadline and Dates Information

5.8.12 Expired License Memo

5.8.13 In-Service Flyer

HR Technician reviews the following and obtains a signature form the employee but is not limited to:

5.8.14 Direct Deposit Form

5.8.15 W-4 Form

5.8.16 PERS Member Enrollment Form

5.8.17 Matriculation Checklist Form

5.8.18 New Teacher Log Information Sheet

5.8.19 Ethnic Card

5.8.20 I-9 – Employment Eligibility Verification Form

5.8.21 Statement Concerning Your Employment in a Job Not Covered by Social Security

5.8.22 Designation of Beneficiary for Receipt of Final Payment Due WCSD Employee

5.8.23 PERS Survivor Beneficiary Designation Form

5.8.24 Sick Leave Bank Participation Application

5.8.25 Staff Internet Acceptable Use Agreement

5.8.26 Breach of Contract / Teaching Status Form

5.9 Salary Placement / Movement is discussed

5.10 Certification is discussed using Licensure Information Flyer



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5.11 Salary schedule (if negotiated agreement salary is not current)

5.12 Summary Remarks

5.13 New Employees are requested to complete the required documents as instructed by the HR Technician and meet with Technician prior to dismissal.

6.0 ASSOCIATED DOCUMENTS:

6.1 New Employee Orientation packet

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Sign In Sheet	ESS Office	99 years	Discard as discarded	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
1/11/06	A	Initial Release

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