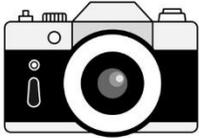




NORTH ATTLEBOROUGH PUBLIC SCHOOLS NEW EMPLOYEE CHECKLIST

The following is a list of the forms/information necessary to process your employment paperwork. As you complete the paperwork, place a check in the box next to the information provided to ensure that it was completed/received.

All forms must be returned in a timely matter or there may be a delay in receiving your paycheck.



Please submit a headshot photo to the Technology Department to be used for your ID badge. Email the photo to natechnology@naschools.net and include your first and last name in the subject line.

Please make sure that your headshot meets the following guidelines:

- Neutral background
- You are looking towards the camera

EMPLOYEE NAME: _____

EMPLOYMENT FORMS:

- Employment Application
- EEO-5 Self Identification Form
- I-9 Employment Eligibility Form (*ID(s) required*)
- W-4 Employee's Federal Withholding Certificate
- M-4 Employee's Massachusetts Withholding Certificate
- Criminal Records Check (CORI) Sexual Offender Records Check (SORI) sign off
- Position Audit Form
- Direct Deposit Form (*Attach Voided Check or Savings Account Deposit Slip, or a Bank Statement with Routing Number and Account Number*) **Mandatory**
- Laptop Agreement Form sign off
- Pro-Rated Salary
- Massachusetts Teaching Certificate/License (provide a copy)
- Physician's statement from OHS or the employee's personal physician **within the last year** (Required for employees working more than 20 hours) – **Appointment Date:** _____
- Signed Acknowledgment of the General Notice of COBRA Continuation Coverage Rights
- **State Ethics Commission Mandate Notice**
 - The 1st mandate - Annual Distribution and acknowledgement of the summary of the law. (Conflict of Interest Policy)
 - The 2nd mandate – Requires that all employees complete an on-line training program that is currently on the Ethics Commission's website. (Training)
- Signed Summary of the Conflict-of-Interest Law for Municipal Employees Form
- Returned State Ethic **on-line training** Certificate of Completion
- **Mandate Notice Regarding National Fingerprint Based Background Check**
 - Signed Acknowledgment of the required National Fingerprint Based Background Check
 - Returned Fingerprinting Receipt – **Appointment Date:** _____
- **Union Forms**
 - Signed Acknowledgment Membership Application authorizing deduction from salary such dues by the North Attleboro Federation of Teachers
- **Sick Leave Bank**
 - Sign to accept or decline participation in the Sick Leave Bank

RETIREMENT FORM(S):

- North Attleboro Pension System Eligibility and Deduction Authorization (*Required for all employees working more than 20 hours*)
 - Social Security Disclosure Form (*No Longer Pay into Social Security*)
 - OBRA Form – BENCOR (*Required for all employees working less than 20 hours*)
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SCHOOL POLICIES & ACKNOWLEDGMENT FORMS:

- ACKNOWLEDGEMENT FORM FOR THE FOLLOWING POLICIES:
 - CORI Policy
 - Drug Free Workplace Policy
 - Safety Program Policy
 - Sexual Harassment, Bullying & Hazing Policy
 - Sexual Harassment and Title IX Policy
 - Smoking on School Premises Policy
 - Staff Technology Use Policy & Acknowledgement
-

BENEFITS:

- Benefits Highlights
 - Benefit Checklist Form (*Signature Required*)
- Benefit Insurance Rates
- Benefit Plan Summaries (Employer & Employee Contributions)
 - Health Insurance Enrollment Form
 - Basic Life Insurance Enrollment Form
 - Vision Insurance Enrollment Form
- Flexible Spending Information
 - Flexible Spending Accounts (Cafeteria Plan Advisors, Inc.) / Authorization for Pre-Tax Payroll Deduction
- (HSA) Health Savings Account
 - Health Savings Account

- **100% Employee Paid Benefits**
 - Dental Insurance Enrollment Form
 - Voluntary Life Insurance

Please contact Roger Goodson, Life Plus Insurance Agency, Inc. with enrollment questions

Phone: (781) 837-9222

rgoodson@hilbgroup.com | Hilbgroup.com

- U.S. Legal Services Family Defender
- Long Term Disability

Colonial Life Insurance - Contact: Kimberly Cunningham 401-596-1510 or email
Kimberly.Cunningham@ColonialLifeSales.com

- Disability Insurance - provides a monthly benefit to replace your income if you are unable to work due to a covered disability. Choose from among a variety of plans. Now Covers Mental Health!
- Accident Insurance - pays a range of benefits for simple and complex accidents. Great for the whole family.
- Medical Bridge - provides benefits to employees to help with the out-of-pocket expenses related to events such as hospital confinement, outpatient surgery, diagnostic tests and more.
- Critical Illness with Cancer - pays you a lump sum to help cover your out-of-pocket expenses if diagnosed with a critical illness, such as a heart attack, cancer or stroke.
- Whole Life Insurance - permanent life coverage - several plan options to select from to meet your needs and fit your budget.