



WESTPORT COMMUNITY SCHOOLS

Memorandum

To: New Non-Union Staff for Westport Community Schools

From: Kristin McDaniel, Human Resources

Attached is the necessary paperwork to complete the new hire process. Please return completed packet to my office no later than one day prior to starting. Thank you!

1. W-4 – Employee's Withholding Allowance Certificate
2. Direct deposit form (Mandatory) and attach voided check
3. Retirement Questionnaire
4. Form SSA-1945 Statement Concerning Your Employment in a Job Not Covered by Social Security
5. I-9 Employment Eligibility Verification form. Complete section 1. Please note that you must bring back with you either 1 document from List A OR 1 document from List B AND 1 from List C
6. CORI check authorization form. Please note that you must bring a valid state approved form of identification to be copied.
7. Badge ID Access Card Form
8. Employee Emergency Form
9. All Staff Boundaries Acknowledgement
10. Student Privacy Statement and Staff Confidentiality Agreement
11. Inclement Weather Notification Form
12. DESE/EPIMS Datasheet
13. Massachusetts Ethics Law Acknowledgement Form & Summary of the Conflict of Interest Law for Municipal Employees
14. Digital Technology Acceptable Use Policy
15. AHERA Notification Letter
16. Photo Consent Form
17. Background Check Law/SAFIS Registration Guide
18. SAFIS/CORI Reminders (for your reference)
19. WCS Education Policies: GBA, GBEA, GBEB, GBEBA, GBEC, GBED, GBGE, GBGF, Employee Rights & Responsibilities under FMLA, IJKA
20. School Year Calendar (for your reference)
21. Payroll & Benefit Deduction Schedule (for your reference)
22. Bristol County Retirement Form (if applicable)

Please submit your **official** college transcripts (remember to include all credits) **and** your MA DESE license if applicable for your position.