



# WESTPORT COMMUNITY SCHOOLS

## Memorandum

To: New WFT 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. Salary Election Form
5. Statement Concerning Your Employment in a Job Not Covered by Social Security – Form SSA-1945
6. 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
7. CORI check authorization form. Please note that you must bring a valid state approved form of identification to be copied.
8. Badge ID Access Card Form
9. Employee Emergency Form
10. All Staff Boundaries Acknowledgement
11. Student Privacy Statement and Staff Confidentiality Agreement
12. Inclement Weather Notification Form
13. DESE/EPIMS Datasheet
14. Massachusetts Ethics Law Acknowledgement Form & Summary of the Conflict of Interest Law for Municipal Employees
15. Digital Technology Acceptable Use Policy
16. AHERA Notification Letter
17. Photo Consent Form
18. Background Check Law/SAFIS Registration Guide
19. SAFIS/CORI Reminders (for your reference)
20. WCS Education Policies: GBA, GBEA, GBEB, GBEBA, GBEC, GBED, GBGE, GBGF, Employee Rights & Responsibilities under FMLA, IJKA
21. School Year Calendar (for your reference)
22. Payroll & Benefit Deduction Schedule (for your reference)

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