

NEW EMPLOYEES

1. First time Employees

Must come to Personnel Office **prior to working** to fill out paperwork for payment of services. They are to bring a deposit slip, driver's license and social security card or other information needed by the Immigration Service to prove they may work in the United States. Fingerprints must be taken **prior to working.**

CAREER LADDER

1. Career Ladder Inservice/workshop application to the Personnel Office for committee approval. District Convention application to Personnel Office for committee approval.

2. Career Ladder-submit directly to Personnel Department prior to the 5th of the month in which you desire to be paid-payment is on the 20th.

May—application for Level III money for the next year

June—apply for final (or first) payment on projects, Level III money and extended days

September—receive school budgets from district office

September/October—submit projects to District Career Ladder Committee for approval

School Career Ladder Committee determines project is complete

5th any month—apply for extended days (must be in full days-cannot claim a full day on a contract day or a day in the month you will receive payment

SMART FIND EXPRESS

1. Smart Find Express---Employees must report all absences. **DO NOT ASK SECRETARY!** Absences must be reported prior to the absence!