

SOUTH COLONIE CENTRAL SCHOOLS

102 Loralee Drive
Albany, New York 12205
(518) 869-3576

Dear New Employee,

Congratulations and welcome to South Colonie Central Schools. Please review the enclosed information, complete and return the appropriate forms to Michele Marr in the Human Resource Department as soon as possible.

- A. **Application for Membership in New York State and Local Employees' Retirement System** - All full-time, **12 month employees are REQUIRED** to join the Retirement System, it is optional for all others. The enclosed retirement membership form must be filled out and returned to the Human Resource Department in order for you to join. The Pink Form must be signed and returned even if you do not wish to join.
- B. **Civil Service Application for Examination or Employment** - This form **must be completed by EVERY employee**, regardless of position or title, or competitive or noncompetitive, within five working days. Be sure to sign the application and **return** it to the Human Resource Department at the District Office.
- C. **Employee Data Sheet** - (Not for Substitutes)
This information is placed in your Personnel File - return to Susan O'Brien, Human Resource Department.
- D. **Savings Bond Deduction** - (Not for Substitutes) If you are interested in purchasing savings bonds through the savings deduction plan, please complete this form and return in an envelope marked "Payroll".
- E. **Credit Union** - Enclosed is information concerning the School Systems Federal Credit Union. You can contact them at 456-1611 for additional information.
- F. **Physical Examination Report** - (**Not for substitute typists, substitute nurses or substitute monitors**) - If the examination is given by the school physician (Occupational Medical Services, 10B Madison Avenue Extension, Albany, NY 12203, phone #518-452-7030), the School District will bear the expense. If you choose to go to your Physician, the School District will reimburse you \$15.00 of the fee, provided that a bill is rendered from the physician clearly stating the examination was for the required physical.
- G. **Veterans Credit** - If you are a veteran who served during any one of the times indicated on the attached form and the position for which you have been appointed is more than half time, you should complete the QUESTIONNAIRE enclosed. As a veteran you are entitled to additional time on the seniority list as a result of your wartime service.

If you are an exempt volunteer fireman, please complete the section indicated on the back of the form. This information can be a factor when an employee is being transferred, dismissed or disciplined.
- H. **Civil Service Appointments** - Enclosed is the Board of Education Policy regarding non-teaching appointments.

- I. **School Calendar** - Enclosed is the school calendar.
- J. **Payroll Procedures** - Enclosed is payroll procedures for your information.
- K. **Board of Education District Drug Policy** - Enclosed is the District Drug Policy for your review.
- L. **Direct Deposit** - (Not for Substitutes) Direct Deposit is available for all Union employees.
- M. **22/26 Pay Election Form** - (Teamsters Only) If you desire to have 22 rather than the 26 pay period plan, please complete this form and return it to payroll. (Effective only at the beginning of the school year).
- N. **School District Map** - A school district map is enclosed for your information.
- O. **IRS Section 125 Cafeteria Plan** - (Not for Substitutes) The brochure describes the cafeteria plan. Complete the election form if you are interested in participating.
- P. **403(b) Sign Off** – As a public school employee, if you work a minimum of 1000 hours per year and are willing to contribute a minimum of \$200.00 per year, you are eligible to participate in a tax sheltered annuity. **This form must be completed and returned to the Human Resource Department.** Contact the payroll department for further information.
- Q. **COBRA** – Enclosed are two forms dealing with how COBRA works and signing up for this.
- R. **22/26 Pays – School Monitors Only** – Form for electing 22 instead of 26 pays per year.
- S. **Health Insurance Opt-Out Form**- CSEA ONLY- form for opting out of health insurance.
- T. **30 Days Worked Form** – Used for new employees that have paid for their fingerprinting and wish to be reimbursed back 80% of the cost.
- U. **Sexual Harassment Policy** - Enclosed is the Board of Education policy regarding sexual harassment. Contact David Seaver if you have any questions regarding this information.
- V. **Employee Assistance Program** - South Colonie Central School District participates with Capital EAP to provide a comprehensive program. If you would like more information about the EAP program, please contact Capital EAP at (518) 465-3813 or 1-800-777-6531.
- W. **Family Medical Leave Act** – Enclosed are procedures for your rights under the Family Medical Leave Act of 1993 and copies of Board Policies 9520.2 and 9520-2-R.
- X. **Employee ID Badge** – (Not for substitutes) Please call Margaret Catalano at the Colonie High School Library to make an appointment to have your photo identification badge done. Her number is 459-1220 extension 3440 and her hours are 7:00am to 3:20 pm.

Also enclosed is information regarding Universal Precautions & Blood borne Pathogens. Please review the material and contact the Human Resource office for additional information.

If you have any questions, feel free to contact Michele Marr in Human Resources at 869-3576.