

IN-PROCESSING NEW TEACHERS WORK INSTRUCTIONS (CER-W003)

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure outlines the work instructions for in-processing new teachers for the Clarksville-Montgomery Co. School System.

2.0 RESPONSIBILITY:

- 2.1 Certified Employee Representative

3.0 APPROVAL:

- 3.1 Assistant Director of Human Resources

4.0 DEFINITIONS:

- 4.1 In-Processing: Steps used in transitioning recommended applicant to employee status
- 4.2 CMCSS: Clarksville-Montgomery County School System
- 4.3 DD214: Certificate of Release or Discharge from Active Duty
- 4.4 New Teacher Distribution List: Amy McWhirter, Amy Wigington, Chris Clark, Connie Lighthiser, Cydney Miller, Dot Duncan, Dot Eads, Elaine Best, Susan Brock, Glenna Miranda, Helen Gooch, Kelly Services, Mark Jeffers, Melanie Kranz, Pat Donahue, Sheila Brand, Susan Jones, Susan Russum, Vianna Norman
- 4.5 TCA: Tennessee Code Annotated
- 4.6 MUNIS: Database

5.0 WORK INSTRUCTIONS:

WORK INSTRUCTION IS PASSWORD PROTECTED.

6.0 ASSOCIATED DOCUMENTS:

- Personal Data Form -- HUM-F047
- Form I-9 Employment Eligibility Verification
- W-4 Employee's Withholding Allowance Certificate
- Kentucky Department of Revenue Employee's Withholding Exemption Certificate
- Direct Deposit Authorization -- PAY-F006
- Direct Deposit of Paychecks Statement -- HUM-F017
- On-Site Health Care Registration Form
- Personnel Record of Teacher or Principal – CER-F014
- Experience Verification Form – ED203a
- Fingerprint Form – HUM-F034a
- New Teacher Letter – CER-F015
- CMCSS Teacher Calendar
- Teacher Salary Schedule

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- Salary Advancement Request – CER-F007
- TCA Application Offer and Acceptance 49-5-406
- Resignations -- Breach of Contract 49-5-411
- Job Description
- Results of Physical Examination – HUM-F043
- Mandatory New Employee Training Session -- RSK-F011
- In-Processing Acknowledgement Statement Certified Employees – CER-F010
- Recommendation for Employment – HUM-F003

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Employee File	HR Department	Indefinitely	Permanent	Secured file room and building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/03/08		Initial Revision

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