

# SOUTH COLONIE CENTRAL SCHOOLS

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

Dear New Employee:

Welcome to South Colonie!

Congratulations on your new appointment. We are looking forward to having you become a member of the South Colonie team.

Please take a few minutes to review and complete the enclosed materials. The forms relate to payroll and personnel records as well as other areas. These forms need to be returned to Susan O'Brien or Steve Clikeman in the Human Resource Department within the next 10 days to complete your file.

Policies and regulations regarding a variety of instructional procedures are available in the principal, instructional supervisor and district offices. These include information related to student conduct and discipline, textbook and materials selection, services for pupils with special needs, student trips, distribution of materials to children, family rights, promotion and retention, testing and teaching about controversial issues.

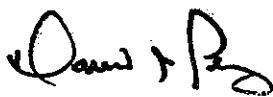
Each item in the packet is indicated below. There is a brief description of the material corresponding to the item. If you have any questions, please contact the Human Resource Office. The items in your packet are checked below:

- A. *Introductory letter:*** This letter describes the contents of your packet.
- B. *School Calendar:*** The school calendar is provided for your information.
- C. *Payroll Calendar:*** The pay calendar will inform you of payroll dates.
- D. *Authorization for Savings Bond Deductions:*** If you are interested in purchasing savings bonds through payroll deduction – please see attached information on how to create your on-line account.
- E. *22 Pay Period Plan:*** 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 beginning of the school year).
- F. *IRS Section 125-Cafeteria Plan:*** The brochure describes the cafeteria plan. Complete the election form if you are interested in participating in this plan.
- G. *School System Federal Credit Union:*** Information is available from the SSFCU website: [school-systems.com](http://school-systems.com)
- H. *Direct Deposit:*** Direct Deposit is currently available.
- I. *Physical Examination:*** Teachers, administrative and other certified personnel are required to have a physical examination at the time of employment. The school physician will conduct the physical examination at no cost to the employee. See form for additional information. (Long-term replacements do not require physical exams.)
- J. *Universal Precautions & Bloodborne Pathogens:*** Please review the material and contact the Human Resource Office for additional information.

- K. Information and Application regarding In-Service and Graduate Course Credits:** Please keep and review these forms. As you take courses, these forms must be completed and sent to the Human Resource Office with appropriate transcripts and documentation in order for payment to be received. If you need additional information, contact the Human Resource Office or see your building principal. Remember all courses need pre-approval via the PD Express program using a District computer (due to licensing and security agreements).
- L. EAP:** The Employee Assistance Program is available through Capital District EAP.
- M. Drug Policy:** Attached is the District's Drug Free Workplace Policy for your information.
- N. Sexual Harassment Policy:** Please review the District's sexual harassment policy.
- O. Family and Medical Leave Act of 1993:** Please review the family and medical leave act information.
- P. Substitute Procurement:** Attached is information regarding how to register and arrange for a substitute teacher. Please fax the enclosed to Capital Region BOCES.
- Q. Employee ID:** Call Dave Stark in the IT Department at 869-3576 Ext. 2457 to make arrangements to receive a South Colonie employee ID tag or contact your school principal for more information.
- R. Health Insurance:** If eligible, please stop by the District Office to pick up a Health Insurance packet if you have not received one already. **Information regarding COBRA and Affordable Care Act Marketplace**, please sign the acknowledgement form and return it to Human Resources.
- S. School District Map:** A school district map is enclosed for your information.
- T. Confidentiality and Security Agreement:** A form all employees are required to complete and sign – outlines expectations of confidentiality and access to computer system.

Again, welcome to South Colonie and best wishes for continued success. Contact the Human Resource Department if you need additional information.

Sincerely,



Dr. David J. Perry  
Director of Human Resources

DJP/so  
Enclosure