

SOUTH COLONIE CENTRAL SCHOOLS

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

Dear New Non-Instructional Employee,

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

___ **Contract** – (Not for Substitutes) Enclosed is a copy of your bargaining unit’s contract.

___ **School Calendar** - Enclosed is the school calendar.

___ **School District Map** - A school district map is enclosed for your information.

___ **Payroll Procedures** - Enclosed are payroll procedures for your information.

___ **Direct Deposit** - Direct Deposit is available for all employees.

___ **22/26 Pay Election Form – School Monitors Only** - (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).

___ **IRS Section 125 Cafeteria Plan** - (Not for Substitutes) This brochure describes the cafeteria plan. Complete the election form if you are interested in participating.

___ **School Systems Federal Credit Union** - Enclosed is information concerning the School Systems Federal Credit Union. You can contact them at (518) 456-1611 for additional information.

___ **Cap Com Federal Credit Union** - Enclosed is information concerning Cap Com Federal Credit Union. You can contact them at (518) 458-2195 or visit www.capcomfcu.org for additional information.

___ **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.

(OVER)

- **Civil Service Appointments** - Enclosed is the Board of Education Policy regarding non-teaching appointments.
- **Board of Education Policies** - Enclosed are the following District Policies for your review: *Drug Free Workplace, Sexual Harassment, Suspected Child Abuse, Dignity for All Students & Adults (DASA)*.
- **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.
- **Universal Precautions & Blood Borne Pathogens** – Please review the material and contact the Human Resource office for additional information.
- **Employee Assistance Program** - South Colonie Central School District participates with Capital EAP to provide a comprehensive program. Enclosed is information on how to utilize this service.
- **Employee ID Badge** – (Not for substitutes) Please call David Stark at (518) 869-3576 ext. 2457 to make an appointment to have your photo identification badge made.

Once again, we welcome you to South Colonie and extend our best wishes for continued success.

Sincerely,



Dr. David J. Perry
Director of Human Resources

Acknowledgement of Receipt New Employee Packet

I, _____, acknowledge that I have received a copy of the aforementioned policies and/or new hire information regarding my employment in the South Colonie Central School District. If I have any questions regarding these materials I have been instructed to contact Human Resources at **(518) 869-3576**.

Employee Signature

Date