



WELCOME TO NEWARK UNIFIED

2016-2017 Certificated New Hire

Paperwork Presentation

NEW HIRE INFORMATION AND PAPERWORK

○ Background Checks / Fingerprints

- Have you had your LiveScan/fingerprints done? The form was emailed to you for your convenience.
- State regulations require all employers to have a Department of Justice (DOJ) clearance on file for employment purposes regardless of when you were last printed or for who. You cannot start work until we receive DOJ clearance. If you have never held a California credential before you must also get FBI clearance.
- You cannot be on school campus or work with students until fingerprint clearance is received by the district.

○ Employment Paperwork

- New hire paperwork is located on the district website and most forms are fillable PDFs.
- When you meet with HR, please make sure that you have completed all of the required new hire paperwork in advance and gathered all of the supplemental documents needed for your meeting.



NEW HIRE FORMS SUPPLEMENTAL DOCS CHECK LIST

- Current Negative TB Test (within last 4 years)
- I-9 supporting documents
- Social Security card (if you are using other supporting documents for your I-9)
- Voided check for direct deposit
- Receipt from fingerprinting
- Proof of current health insurance (if you are opting out of medical coverage)
- Marriage and/or birth certificates if you are adding dependents to dental/medical coverage



NEW HIRE FORMS CONTINUED

- Copies of CTC exams
- Copy of HQT Certification/ESEA Documentation if you have already been certified.
- Official Transcripts for salary placement.
 - Transcripts must be received by September 1st for placement to reflect on first paycheck.
 - Transcripts not submitted by September 1st must be submitted via the district's Salary Advance process.
- Verification of Prior Employment/Experience
 - Inside the new hire packet is the form required to confirm your prior contracted teaching experience. You must have worked under contract 75% of the school year to be counted as a full year of service. The district allows you to bring up to 10 years of prior experience for credit on the salary schedule.
 - It is the employee's responsibility to send the form to your prior employer for verification of employment.



NEW HIRE FORMS CONTINUED

○ Paid Time Off

- Transfer of Sick Leave from Previous District - In the State of California, if you previously worked at a Public School, your sick leave moves with you from district to district. On the same form that verifies your prior employment there is section where your previous employer will also fill in information about unused sick leave thereby transferring it to Newark Unified on your behalf.
 - NUSD grants certificated staff 10 sick days and 2 personal business days annually based on a 186 day work year. Unused days roll over from year to year.
 - It is important that you review the leave section of your collective bargaining agreement for details and information on leave types.



NEW HIRE REMINDERS

○ Payroll Reminders

- Payday is the last working day of each month.
- Your first pay day is September 30th.
- You are a 10-month employee but you can choose to receive summer arrears checks. There is a form in your new hire packet that explain how this works. This does not mean Payroll divides your annual salary into 12 equal payments. You still receive 10 paychecks and Payroll sets aside funds for summer paychecks.
- You will receive your pay warrant either via email or at your school site.
- Certificated staff do not pay into Social Security or State Disability, but still contribute to Medicare



BENEFITS

- As explained in your employment offer, NUSD does not make any monetary contribution towards benefits. NUSD's salary is a total compensation package; however, benefits are available for purchase.
- Mandatory participation in the District dental plan is required for fulltime employees by our vendor.
 - Delta Dental is managed by CVT and is tiered rate program, so we highly encourage you go regularly.
- Medical Benefits are optional
 - To opt out of medical benefits you just need to show proof current coverage.
 - Our plan administrator is Cal PERS
 - If you leave the district for any reason you would be eligible for COBRA benefits for 18 months.



BENEFITS CONTINUED

- All benefits will start / become effective October 1st.
- You have the option to have your dental and medical premiums pre-taxed through American Fidelity's 125 savings plan.
 - NUSD will set up dates where American Fidelity representatives will be at the district office and school sites to meet with our employees to review all the options programs available to supplement the needs of our employees such as the 125 tax defer plan, supplemental disability insurance, flex plans, etc.
 - American Fidelity representatives will explain the 125 benefit plan to you and then you will be able to decide if you want to participate in this pre-tax opportunity.



CREDENTIALS

- As an employee of Newark Unified, your credential must be registered with the Alameda County of Education. A valid credential must be registered before a pay warrant is issued. HR submits your name to the count and they pull your credential into our HRIS system from the State CTC website.
- Paper credentials are no longer issued by the CTC. You may access your credential online at www.ctc.ca.gov. Do not print the copy that says you are credentialed. It is meaningless. You need the copy that includes information.
- If you recently graduated or are an intern and your University will be filing for your credential it will take approximately 10 days to post after you finalize the application and pay the fees. Please make sure you watch for the email from the CTC that requires you to complete the application process once your University submits the recommendation for your credential. It is imperative that you click on the link in this email and finish the process as soon as possible.



CREDENTIALS CONTINUED

- Additional Authorizations needed?
 - Out of State Credential? - If you are coming from another state and need to apply for a California Credential please contact our Certificated HR Tech as soon as possible to ensure that you will have a valid credential on file before the school year starts.
 - California requires all teachers to have or be working towards an EL Authorization. If you do not have a CLAD or an EL authorization embedded in your credential it is imperative that you schedule time to meet with our Certificated HR Tech to apply for an Emergency CLAD authorization.
 - Special Education Additional Authorizations missing - do you still need the autism authorization? Please contact our Certificated HR Tech to apply for an Emergency SELAP to hold you over while you earn it. Other NUSD employees earned their AASE for autism through Project Optimal. Our HR Tech can give you their website information regarding this online program.



CREDENTIALS CONTINUED

- Do you have a Preliminary or Level I Credential that needs to be cleared?
 - Newark Unified has an onsite Induction Program that we offer to our certificated staff.
 - Our Induction Program covers both General Education and Special Education Credentials.
 - There will be an overview and presentation about the Induction Program at the New Teacher Orientation in August.
- The CTC grants you five years to clear your credential.
 - It is extremely important that you understand the expectations assigned in order to clear your credential and that you follow through with completing these requirements before your credential expires.



PUBLIC EMPLOYEE / MANDATED TRAINING

- As a District Employee it is extremely important you understand that you are a mandated reporter for child abuse. You acknowledged this on your application /renewal for your credential as well as will be signing an acknowledgment form in your new hire paperwork. NUSD takes this very seriously.
 - You will receive a Child Abuse/Reporting Handbook AND
 - There will be District Training
- There will be several mandated training modules that you will be expected to complete.
 - Some of these trainings you will complete on your own.
 - There will also be group trainings that will be held during staff meetings.
- California Government's code Section 3100 authorizes the state to declare public employees as disaster service workers and assign them to such activities as are deemed necessary during emergencies.



EMPLOYMENT CONTRACTS

○ Temporary Contract

- You originally signed an offer of employment with the District, not a “contract”.
- The majority of new hires are given “temp contracts”.
- When you meet with HR you will be given your official contract to sign.
- Regarding TENURE - In October/November, Human Resources reviews our staffing and recommends teachers to be converted to Probationary status; issues that are taken into consideration are:
 - Teachers out on LOA (leave of absence)
 - Categorical Funding
 - Credential Issues
- If you are not converted from Temp to Prob during this school year, but are rehired during the following school year - should you be converted that year, you would be given credit for the first year of employment (i.e. thereby converting to Prob 2). However, there could be the possibility the same issues remain keeping you from being converted.



MISC IMPORTANT INFO

- Employee ID Badges/Keys
 - At the new hire orientation on August 19th, our MOT department will take your picture for your Employee ID badge.
 - Employee ID Badges are also key cards and they will be delivered to your site once they are coded.
 - Your Office Manager will distribute ID badges and keys.
- Computers
 - Depending on your position and/or school your Computers /Laptops/Chromebooks may be issued at the district office during orientation or later in the afternoon at your at your site.
- Email - Google Account
 - Our IT department will issue your email and password at the New Hire Orientation on August 19th.
- Synergy
 - Your login and password for Synergy is the same as your email.
- Aesop/Absence Reporting
 - HR will issue your login and pin at the New Hire Orientation.



NOW THAT YOUR PAPERWORK IS COMPLETE

- Email or Call Julie in HR for an appointment
 - jradcliffe@newarkunified.org
 - 510-818-4243
- Reminders
 - August 19th - New Hire Orientation at the District Office
 - August 22nd - District Kick Off / Professional Development Day
 - August 23rd - Professional Development Day
 - August 24th - Teacher Work day
 - August 25th - First Day of School

