

NON-REGULAR / HOURLY RECOMMENDATION FORM

Section 1 — Principal or administrator recommendation for new hires and rehires

To recommend the hiring or termination of a non-regular / hourly employee, PLEASE REFER TO THE INSTRUCTIONS ON PAGE TWO OF THIS FORM.

NOTE: Principal and/or administrator must also complete an Employee Assignment Set-Up Form (not required for noon-hour supervisors and crossing guards).

ESEA: Employees assisting with instruction must provide proof of 72 quarter credits or an AA degree or a copy of the Para Pro Assessment test results.

Use a separate form for each job assignment.

Name _____ Employee ID# _____
LAST FIRST M.I.

Address _____ Zip _____ Telephone _____

Proposed start date _____ Hours per day _____ Pay rate _____
 Rehire from previous school year
 Previously employed

- Aide or assistant _____ (no ESEA req) Noon-hour supervisor _____
- Athletics _____ Tutor _____ (ESEA req)
- Crossing guard _____ Security / TPD _____
- Interpreter _____ Work study _____
- Other (specify) _____

(2) Confidential telephone reference check forms attached. Employee Assignment Set-Up Form: attached to follow sent to budget

Principal / Administrator's signature _____ Date _____

School/department _____ Telephone _____

HR Authorization _____ Date _____

Section 2 — To be completed by the Human Resources Office upon receipt of the following:

- | | | |
|--|--|--|
| <input type="checkbox"/> Application | <input type="checkbox"/> Digital Resources Contract & Application for Access | <input type="checkbox"/> SafeSchools Video – Blood Borne Pathogen Exposure Prevention, HIV/AIDS Awareness, Sexual Harassment |
| <input type="checkbox"/> Boundary Invasion Training | <input type="checkbox"/> Electronic Disclosure Form | <input type="checkbox"/> Social Security Card |
| <input type="checkbox"/> College Transcripts/ETS Test (for tutor only) | <input type="checkbox"/> Employee Conduct Online Reporting (ECOR) | <input type="checkbox"/> Statement of Prior Fingerprinting |
| <input type="checkbox"/> Confidential Pre-Employment Information | <input type="checkbox"/> Employment & Income Verification Authorization | <input type="checkbox"/> Telephone Reference Checks |
| <input type="checkbox"/> Deposit Payroll Funds Authorization | <input type="checkbox"/> Fingerprint Information Form | <input type="checkbox"/> W-4 Employee Withholding Allowance Certificate |
| <input type="checkbox"/> DRS Eligibility Document | <input type="checkbox"/> I-9 Employee Eligibility Verification | |
| <input type="checkbox"/> DRS Retirement Status Form | <input type="checkbox"/> Payroll Deduction Agreement-Criminal Background | |
| <input type="checkbox"/> Disclosure Form for Prospective Employees | <input type="checkbox"/> Proper Lifting Techniques | |
| <input type="checkbox"/> Alcohol & Other Drug Resource Guide | <input type="checkbox"/> H.R. Contact List | <input type="checkbox"/> Superintendent's Drug Free Work Place Letter |
| <input type="checkbox"/> Audiograms Memo | <input type="checkbox"/> Integrated Pest Management Program | <input type="checkbox"/> Work Number Form |
| <input type="checkbox"/> Chemical Hazard Communication | <input type="checkbox"/> Job Hazard Assessment & Prevention Profile | <input type="checkbox"/> Work Schedule-Calendar |
| <input type="checkbox"/> District Policies & Procedures | <input type="checkbox"/> Position Eligibility Statement | <input type="checkbox"/> Workers Compensation Filing Information |

I hereby certify that I have received and/or completed the above information that is checked. I also understand that my employment is conditional pending return of a satisfactory background check and approval by the Board of Directors. Further, I hereby authorize the District to recover any overpayment made to me while I am employed by the District through an adjustment of my pay. I agree to abide by all policies and procedures of the district.

Applicant's signature _____ Date _____ H.R. initials _____

OSPI date _____ HR start date _____ Transaction entered by _____ Date _____

Section 3 — To be completed by principal and/or administrator for terminations

Termination of the assignment for the above-named person on (last day of work) _____ is recommended because:

- Moved Voluntarily quit _____ Resignation letter / form attached Other _____
(Reason)

Principal / Administrator's signature _____ Date _____

HR Representative _____ Entered by _____ Date _____

INSTRUCTIONS FOR COMPLETING NON-REGULAR / HOURLY RECOMMENDATION FORM

An online application must be completed by applicant prior to completion of this form.

Section 1 To be completed by Administrator or Principal.

Section 2 To be completed by Human Resources representative upon receipt of completed new hire paperwork.

Section 3 To be completed by Administrator or Principal and submitted to Human Resources after resignation or termination of a non-regular employee.

ESEA: All Para-educators who provide assistance to instructional areas are required to meet ESEA standards.

- √ 72 quarters college credits (100 level or above); or
- √ AA degree or higher; or
- √ Proof of having scored 461 or higher on the ETS paraeducator assessment exam.

NOTE: Non-regular employees who are scheduled to work beyond 4 months cannot work more than 15 hours per week. Other limitations on hours/pay may also be noted in the applicable bargaining agreement. Contact Human Resources with questions regarding non-regular employees at 253.571.1483.

ORIGINATOR (school/department) is also required to prepare an Employee Assignment Set-Up Form and forward for appropriate administrative signatures, except for noon-hour supervisor and crossing guard positions. This authorizes Human Resources to establish an assignment(s) for pay and will generate a timesheet in TIP.

Initial time reporting may need to be submitted on a Memo Timesheet in TIP until a regular timesheet screen is established by payroll (usually by the following pay period).

IMPORTANT: An employee CANNOT work on site until their orientation has been completed and fingerprints have cleared through OSPI. Human Resources will then establish an employee's start date.