



Non-Certified Administrative Multi-Form

Please initial **all** sections and sign at bottom
This form **NEEDS** to be handed back at the end of orientation
No Exceptions!!

New Employee Fingerprinting Information

- There is a \$40.00 fingerprint administration fee that will be deducted in two (2) equal monthly payments beginning with your first monthly paycheck.
- The fee will be used to partially cover the cost of the Colorado Bureau of Investigation and the Federal Bureau of Investigation running your fingerprints through their computer files.
- I agree to have the administration fee deducted from my paychecks as stated above in THIS section.

_____ Please initial here. I have read and understand this section

Acknowledgement of Receipt

I have received a copy of the New Employee Handbook. I understand that I am to become familiar with its contents. Further, I understand:

- The New Employee Handbook is not all inclusive, but is intended to provide me with a summary of some of the district guidelines, master agreement information, board policies and superintendent policies. Master agreements, board policies and superintendent policies are available for viewing on the district website and are available at each building location.
- This edition replaces all previously issued handbooks. The need may arise to change the district guidelines, master agreements, board policies and superintendent policies described in the handbook. The district therefore reserves the right to interpret them or to change them without prior notice.
- The Human Resources Department authorizes a person to temporarily begin employment; however, the Board of Education is the ultimate hiring authority. Therefore, employment is subject to board approval. The Board of Education meets monthly and will review Human Resources hiring requests.
- The Administrative & Technical/Resource Employees Handbook, the Certified Master Agreement and the Classified Master Agreement preside over all information contained in the New Employee Handbook.
- In the course of my employment I may have access to confidential information. I understand that I must safeguard such information and cannot disclose confidential information except when specifically permitted by law and with prior authorization.
- Any falsification, misrepresentation, misleading statements, or omission of fact in the application, Background Check Form or during the pre-hire process will be sufficient reason for not being offered employment or grounds for immediate dismissal if employed.
- I agree to abide by all school/department, District, and Board of Education policies.

_____ Please initial here. I have read and understand this section

Payroll Deadline

- All paperwork **NEEDS** to be turned into Human Resources by the 10th of each month (or the Friday before) with the **EXCEPTION** of June and December paperwork then is due the 5th of the month (or the Friday before).
- I understand that **IF MY PAPERWORK is NOT turned in by these dates, I will NOT be paid until the NEXT payroll.**

_____ Please initial here. I have read and understand this section

I have read, understand and initialed each section above.

Print Name: _____ Signature: _____

Today's Date: _____