

**Springfield Public Schools**  
**Department of Human Resources**

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***NEW EMPLOYEE INFORMATION PACKET***

Welcome and congratulations on receiving a job offer from Springfield Public Schools. SPS depends on qualified committed employees to help our students achieve their highest academic potential.

These pages are designed for candidates who have received a job offer but have not yet attended a New Employee Orientation. SPS is large and dynamic, so there's a lot to learn, but here are a just a few things you need to help you with the process.

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#### **The Application**

All employees hired must have an application on file along with four Confidential Employment References. All applications must be completed online. You can [complete a new application](#) or [update an existing application](#) by visiting our website.

#### **Certified Staff**

If you are an employee requiring a professional license from The Missouri Department of Elementary & Secondary Education (DESE) you should complete the appropriate certified application.

When completing the application, please submit official transcripts as well as an original copy of your professional teaching certificate. Also, please remember to get the [Reference Forms](#) to the four individuals that you have listed as references on your application. Be sure to read the [Reference Instructions](#) before submitting the forms to your references.

#### **Non-Certified Staff**

If you are non-certified, you should have completed the appropriate application for which you have been hired, (*paraprofessionals, secretaries, custodians, transportation workers, nurses, nutrition service workers, etc.*) If this has not been completed and submitted, you cannot be hired. Also, please remember to get the [Reference Forms](#) to the four individuals that you have listed as references on your application. Be sure to read the [Reference Instructions](#) before submitting the forms to your references.

#### **Criminal Background Check**

Due to Missouri state law and DESE guidelines all SPS employees are required to be fingerprinted before starting work. An extensive criminal background check is conducted on each individual after the principal/department head recommends you for employment and before the recommendation goes to the Board of Education. If criminal violations are found in an applicant's history, the applicant may be disqualified from employment. Employees can not begin working until Human Resources receives a cleared background check from DESE. The appropriate supervisor(s) will be notified as soon as the employee is cleared to work.

#### **Family Care Safety Registry**

Springfield Public Schools requires all new employees to complete the Missouri Family Care Safety Registry Work Registration form in addition to being fingerprinted. Missouri's Family Care Safety Registry (FCSR) was established by law to promote family and community safety. The registry helps to protect children, seniors, and the disabled by providing access to background information. Background information consists of Missouri data only and is accessed through the following state agencies:

- State criminal background records maintained by the Missouri State Highway Patrol
- Sex Offender Registry information maintained by the Missouri State Highway Patrol
- Child abuse/neglect records maintained by the Missouri Department of Social Services
- The Employee Disqualification List maintained by the Missouri Department of Health and Senior Services
- The Employee Disqualification Registry maintained by the Missouri Department of Mental Health
- Child-care facility licensing records maintained by the Missouri Department of Health and Senior Services
- Foster parent licensing records maintained by the Missouri Department of Social Services

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#### **New Employee Orientation**

SPS's New Employee Orientation is designed to give new staff members a glimpse of the school system. The orientation also enables new staff members to get their questions answered and make important decisions about benefits, income taxes and retirement.

Once your principal or supervisor turns in your recommendation for you to be hired, you will need to come to Human Resource immediately. While at HR you will complete an I-9 Form (see page 5), paperwork for your background check and to be fingerprinted, and you will also be registered for a New Employee Orientation. Orientations are held monthly at the Kraft Administrative Center. During periods of inclement weather, the orientation will be cancelled if Springfield Public Schools are closed.

**There is not an established break for lunch. We encourage you to bring something to eat and drink. You are welcome to eat during the session. Also, please be aware that you might want to bring a light jacket or sweater as room temperatures may vary.**

Some of the more common questions about orientation are listed below:

#### **How long does Orientation last?**

New employees that must attend both the HR and Benefits sections of the orientation, typically spend five to six hours in orientation.

New employees who are not eligible for benefits typically spend an average of three to four hours in orientation.

New employees that only need to attend the Benefits section of the orientation will typically spend between one to two hours in orientation.

#### **What should I bring?**

##### **Employment/HR Section**

You are required to bring the following items with you. Photocopies and faxes will not be accepted.

- The license plate number, color, make, model and year of the vehicle you plan to drive to work.
- The district requires the use of direct deposit to your account. If the account you choose to use for direct deposit is a checking account, you will need a voided check. If your account is a savings account, you will need a voided deposit slip.
- 1-3 beneficiaries, their date of birth, social security number, current address and phone number.
- If you have had a TB test in the last six months, please bring the TB slip verifying your test.
- \*Two valid forms of ID that meet the Department of Homeland Security's I-9 requirements, (i.e., Driver's License, Voter's Registration, Military ID, etc.).
- \*Your Social Security Card, if HR has not already made a copy of it.
- \*Your **official** transcript, if you have one.
- \*Your teaching certificate, if you have one.

***\*If you have already turned these items in to Human Resources then you do not need to bring them to the orientation.***

##### **Benefits Enrollment**

For your benefits election meeting you will need to bring the following:

- 1-3 beneficiaries and their date of birth, social security number, current address and phone number.
- You will also need this information for your spouse and any children you wish to enroll in the health plan.

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#### **How do I get to the Orientation Center?**

##### **During the School Year**

New Employee Orientations held during the school year take place at the Kraft Administrative Center, which is located at 1359 E. St. Louis, Springfield, MO 65802, telephone: 417-523-0000.

You may enter the parking lot off of St. Louis Street. There is an underground parking garage and parking to the side and in front of the garage. These spots fill up very quickly by the employees that work in the building, if those parking spots are all filled, there is a parking lot located just to the west of KAC (next to KAC), across the train tracks.

The following document includes driving directions:

- [Driving directions and map](#)

##### **During the Summer Months**

If you have been hired as a new employee for the fall (the new school year) and are attending an orientation during the summer, these orientations are **usually** held at Central High School in the Choir Room, Room 102 (*be sure to check your confirmation sheet to verify the location of your orientation*). Room 102 is best accessed by entering through the north entrance of Central HS. You may park in the KAC parking lot or the student parking lot, which is located on the corner of Benton and Central. There is also parking on Benton Street across from Central High School. Central H.S. is located at 423 E. Central, Springfield, MO 65802. **Please note we will be moving offices effective 7/10/10. It is very important that you check your confirmation sheet to verify the location of your orientation.**

- [Driving directions and map](#)

#### **What to Expect at Orientation**

The employee orientation will begin with the administering of the TB Test by a St. John's nurse and a session of videos lasting just over two hours. The remaining time is used to complete state and federal employment documents necessary for employment with Springfield Public Schools. You will also receive an overview of SPS.

At the conclusion of the employment section of our orientation, we will move on to the benefits enrollment process for those who are eligible to receive benefits. **If you are an employee that is eligible to receive benefits, it is mandatory that you attend the benefits orientation.**

The benefits enrollment session is approximately two hours in length. During this session you will make decisions about your benefit elections. For this reason, the district recommends that you review our benefit plan options prior to the orientation. You may access this information at our website, which is <http://www.springfieldpublicschoolsmo.org/humanresources/benefits/index.htm>.

##### **For all staff**

- Overview of SPS
- Overview of Employee Handbook, Leaves, Absences and Policies.
- Completion of the Federal and State W-4 Forms
- Completion of SPS forms
- Completion of Retirement Folder (if eligible)
- Presentation on health and dental benefits (if eligible)
- Completion of health and dental application forms (if eligible)

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#### **TB Test**

All new SPS employees are required to undergo a test for tuberculosis. The TB test is administered at the New Employee Orientation. Any school nurse can read the test within 48 – 72 hours.

#### **Employment Eligibility Verification**

Federal Citizenship and Immigration Laws require employers to ensure that new workers are eligible to work in the United States. This process entails the completion of a form known as the “Employment Eligibility Verification” or the I-9 form. This form is completed at orientation, and ID’s are checked by staff. **Please bring original appropriate ID to your orientation session if *Human Resources does not already have a copy.***

#### **Lists of Acceptable Documents**

Employees are required to present either one of the documents from List A **or** one of the following documents from List B **and** in addition to one of the documents from List C.

Please visit <http://www.uscis.gov/files/form/i-9.pdf> to view the most up-to-date list of acceptable documents.

#### **List A (Documents that establish both identity and employment eligibility)**

- U.S. Passport (unexpired)
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- An unexpired foreign passport with a temporary I-551 stamp
- An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)
- An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer

#### **List B (Documents that establish identity only)**

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address
- ID card issued by a state or outlying possession
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

#### **List C (Documents that establish employment eligibility only)**

- U.S. Social Security card issued by the Social Security Administration
- Certification of Birth Abroad issued by the Department of State (*Form FS-545 or Form DS-1350*)
- Original or certified copy of a birth certificate
- Native American tribal document
- U.S. Citizen ID Card (*Form I-197*)
- ID Card for use of Resident Citizen in the United States (*Form I-179*)
- Unexpired employment authorization document issued by DHS (*other than those listed under List A*)

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**Salary**

This topic should be discussed during your job interview with your supervisor. [Salary Schedules](#) are available online.

**How the pay scale works in SPS Schools**

All employees are paid according to the salary schedule for their position and according to the number of “steps” or years to which they are entitled.

**Certified staff** employees are paid according to their educational attainment and according to their years of service. Each year of service is called a “step”. Years of experience in a full-time certified/contracted position equals step placement. Maximum 10 years, i.e. 10 years of experience in preceding 10 years equals step 10 on the salary schedule.