SANTA FE INDEPENDENT SCHOOL DISTRICT

P.O. BOX 370 – 4133 WARPATH DRIVE – SANTA FE, TX 77510
HR COORDINATOR – LORI.MARKS@SFISD.ORG
409-925-9033 – FAX: 409-925-4002

INSTRUCTIONS FOR NEW HIRES

All new employees are required to meet with Human Resources. Please complete this new hire packet and bring to your **scheduled meeting. The packet includes the following:**

- ☐**EMPLOYEE REGISTRATION FORM**
- ☐**SSA-1945 FORM**
- ☐**EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM**
- ☐**W-4**
- ☐**I-9**
- ☐**AUTHORIZATION FOR DIRECT DEPOSIT**
- ☐**SFISD CONFIDENTIALITY STATEMENT**

THE FOLLOWING DOCUMENTS MUST BE PRESENTED AT YOUR MEETING WITH HUMAN RESOURCES:

- ☐ **SOCIAL SECURITY CARD**
- ☐**DRIVER'S LICENSE OR AN OFFICIAL PICTURE ID**
- ☐**OFFICIAL TRANSCRIPTS OF ALL COLLEGE COURSE WORK**
  - Copies are not acceptable
  - Envelope must be unopened & Degree must be conferred.

☐**ORIGINAL SERVICE RECORDS** – If you have been employed by another school district in Texas or out of state, **it is your responsibility to work with you previous district (s) to ensure that SFISD Human Resources receives** the appropriate document(s) and that they are completed as required by the State of Texas. **You will be paid at the "ZERO" year experience rate until the appropriately completed service record(s) are received by the HR Department.**

☐**Verification of PDAS training** – to be obtained from the district or service center where you completed the training. If you have not previously completed this training, you will be expected to complete the training.

LICENSED PROFESSIONALS: You are responsible for providing SFISD Human Resources with a copy of your current Texas License. *"A person may not be employed by a school district as an audiologist, occupational therapist, physical therapist, physician, nurse, school psychologist, associate school psychologist, social worker, or speech language pathologist unless the person is licensed by the state agency that licenses that profession. A person may perform specific services within those professions for a school district only if the person holds the appropriate credentials from the appropriate agency." Texas Education Code, Chapter 21.003(b)*

For questions regarding these documents, contact the HR Dept. – LORI.MARKS@SFISD.ORG