HICKMAN COMMUNITY CHARTER DISTRICT
EMPLOYEE INFORMATION PACKET
2020-2021

BUSINESS OFFICE FORMS AND INFORMATION

In Office   Purchase Requisition
In Office   Tally Sheet (cash accounting form)
On-line   Field Trip Planning Approval Form
On-line   Check Request Form (Student Activities and other accounts)
On-line   Reimbursement of Expenses

PERSONNEL FORMS AND INFORMATION

INSURANCE INFORMATION
On-Line   Declination of coverage
On-Line   Open Enrollment Letter
On-Line   Health Insurance Rates for 14-16 through 20-21
On-Line   Dental and Vision Rates for 20-21
On-Line   Theft Protection Coverage Information
On-Line   Life Insurance Coverage Information

WORKERS COMP INFORMATION
On-Line   Company Nurse Flier
On-Line   CRSIG Designated Physicians and Clinics
On-Line   Medical Treatment Procedures
On-Line   Pre-Designated Physician Form and Instructions

PROFESSIONAL GROWTH
On-Line   Professional Growth Form
On-Line   Questions About Professional Growth

MANDATORY STAFF TRAINING
On-line   New User Login Instructions
On-line   Hello Everyone-Instructions Sheet

MANDATORY BOARD POLICIES AND ADMINISTRATIVE REGULATION

On-Line	Sexual Harassment Policies and AR
On-Line	Child Abuse Prevention and Reporting Policy and AR
On-Line	Drug and Alcohol-Free Workplace Policy
On-Line	HCCD Bloodborne Pathogens Control Program and Letter

PERSONNEL FORMS AND INFORMATION

In Office	Staff Emergency Notification Card
In Office	Notification of Absence & Sick Leave
On-Line	HIPPA
On-Line	Driver Registration and Instructions
On-Line	Direct Deposit Sign Up Form
On-Line	Request for Payment of Stipend
On-Line	Employee Information Sheet (address, phone number changes)
On-Line	Time Cards
On-Line	TSA 403B Enrollment/Change Form
On-Line	New Turberculosis Risk Assessment Form
On-Line	New W-4 Letter
On-Line	New W-4 Letter
On-Line	State Withholding Form

On-line forms are available on the HCCD website at www.hichmanschools.org
They are located under the heading of MORE/Staff Resources/Staff Forms