



## Fairport Harbor Exempted Village School District

329 Vine Street, Fairport Harbor, OH 44077

(440)-354-5400

[info@fhevs.org](mailto:info@fhevs.org) Learning Today, Leading Tomorrow

This coming school year, our district will be partnering with Renhill Group for substitute teacher staffing services. With this change, you will now be employed by Renhill Group when working as a Substitute Teacher in our district. The daily substitute pay rates and the State Teachers Retirement System (STRS) retirement contributions will remain the same.

Renhill is holding three onboarding sessions to provide you with the information necessary to continue your work with our district. **If you are not already employed by Renhill Group for your work in another district and wish to remain on our substitute list, you must attend one of the sessions listed below.**

**Session #1:** Wednesday, July 28<sup>th</sup> at 9:00 am

**Session #2:** Wednesday, July 28<sup>th</sup> at 2:00 pm

**Session #3:** Thursday, July 29<sup>th</sup> at 9:00 am

**Location:** Harding High School, Room 106, 329 Vine Street Fairport Harbor, OH 44077

**Please RSVP to Kathryn Lucchese at 216-767-5611 or [kathryn.lucchese@renhill.com](mailto:kathryn.lucchese@renhill.com).**

### **Please bring the following items with you to the onboarding session:**

1. Identification for the I-9 form.
  - a. Typically, this is a driver's license or state ID card PLUS a birth certificate or Social Security card. Or, if you have a passport, you can bring just that.
  - b. All items must be presented in their original form (no photocopies) and must be unexpired.
2. Bank account routing number and account number for direct deposit form.
3. Copies of your BCI and FBI background checks if they were conducted within the past year.
  - a. If you do not have copies, please request copies from your current employer.
  - b. If your BCI/FBI is greater than one year old or unable to obtain copies, Renhill can do them on-site for you at the onboarding session. The cost is \$25 for BCI, \$30 for FBI, or \$55 for both. Renhill accepts cash, credit card, and check as forms of payment.
4. Copy of your substitute or regular teaching license, if valid for the 2021-2022 school year.

We are excited about our new partnership with Renhill Group and look forward to having you back in our classrooms for the 2021-2022 school year!

If you have any questions, please contact Kathryn Lucchese or Tammy Hall at 419-254-2837 or [tamara.hall@renhill.com](mailto:tamara.hall@renhill.com).