NON-CONTRACT NEW HIRE 20+ HOURS PER WEEK CHECKLIST & INSTRUCTIONS:

1. Complete CORI/SORI form and submit with a copy of your driver's license *(*Superintendent's Office)*

2. Fingerprinting per instructions or contact the district that you originally sent fingerprinting results to and request a Letter of Suitability be sent to Carlisle Public School, moregan@carlisle.k12.ma.us *(*Superintendent's Office)*

3. District EPIMS Form *(*Superintendent's Office)*

4. Carlisle Personnel Record – Complete top section

5. Federal W4 – Complete all areas

6. MA W4 – Complete all areas

7. I-9 – Complete the first page. Be sure to sign at the bottom of the page. Return all pages along with two forms of acceptable identification **(passport, birth certificate, social security card, or driver's license).**

8. Please complete the Middlesex County Retirement System (MCRS) enrollment application

9. Read the Town of Carlisle Sexual Harassment Policy (see section 13.0 Sexual Harassment Policy p. 24) and sign the Sexual Harassment Policy Acknowledgement form

10. Direct Deposit Authorization Form -The Town of Carlisle issues pay electronically. The Treasurer's office will provide information on how to access your biweekly pay statement via Harper's Employee Forward Portal. The email with this information will be generated from: no-reply@employeeforward.com. Paperless Direct Deposit and Employee Forward information.

11. Complete the Conflict of Interest Law Education Requirements (https://www.mass.gov/how-to/complete-the-conflict-of-interest-law-education-requirements) – Complete training and print certificate of successful completion.

12. SSA Form – Explanation and acknowledgement that district staff members do not pay into Social Security

13. Health Insurance Information and Enrollment Form – HMO Network Blue NE, Network Blue Select, or Blue Care Elect (PPO), FY27 Plan Comparison, FY27 Weekly Deductions
    *Please note that the enrollment form for medical and dental are the same

14. Dental Insurance Information and Enrollment Form – Low Plan or High Plan, FY27 Weekly Deductions

15. Blue 20/20 Vision Insurance Information, FY27 Weekly Deductions

16. Life Insurance and Long-Term/Short Term Disability Enrollment Form, Short Term Disability Information, Disability Insurance Rate Information

17. Pregnant Workers Fairness Act

18. Waiver of Insurance Coverage form

19. Tax Sheltered Annuity (TSA) (403b) (https://www.tsacg.com/individual/plan-sponsor/massachusetts/carlisle-public-school/) – This is the list of all participating annuity vendors. If you would like to enroll in a 403b account, please contact the vendor at the phone number on the list and let them know we work through MidAmerica.

Please submit completed documents and any additional information requested to Human Resources at Carlisle Town Hall prior to your first day of work. Pay cannot be issued until all items are completed.

Questions? Contact Jessica Ritenhouse, Finance and Human Resources Assistant, Town of Carlisle, 66 Westford Street, Carlisle, MA 01741, email: jritenhouse@carlislema.gov, phone: 978-371-6469