



WOONSOCKET EDUCATION DEPARTMENT

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Mickey Dargon, Director of Human Resources & Labor Relations

It is our pleasure to welcome to you to the Woonsocket Education Department! Enclosed are the necessary paperwork to complete the new hire process. Please return completed packet to the Human Resources office no later than five days prior to starting. Thank you!

- New Employee Payroll/Personnel Information Sheet
- W-4 (2020) – Federal Employee's Withholding Allowance Certificate
- RI W-4 (2020) – Rhode Island Employee's Withholding Allowance Certificate
- I-9 Employment Eligibility Verification form.
Complete section 1. Please note that you must bring back with you either 1 document from List A **OR** 1 document from List B **AND** 1 from List C
- Student Privacy Statement & Staff Confidentiality Agreement
- Awareness Acknowledgement Form as it pertains to Drug Free Workplace School Committee Policy
- Union Membership Application for union dues deductions
(Please complete the card most applicable to your position).
- AHERA Notification Letter
- RIDE Civil Rights Comprehension Quiz – Lunch Monitors Only
- AESOP for Employees Quick Reference Guide (for your reference)
- 2020-2021 School Year Calendar – State Wide (for your reference)
- Employee Assistance Program (for your reference)
- Summary Plan Description (for your reference)
- Employee Group Benefits (for your reference)
- Current costs for available benefits (for your reference)
- Election Form & Salary Reduction Agreement – two sided
- Group Member Application for Blue Cross/Blue Shield Health Insurance
- Delta Dental Enrollment Form
- Sun Life Assurance Beneficiary Designation for Group Life Insurance
- Talk with a Doctor Day or Night – Blue Cross/Blue Shield Pamphlet (for your reference)
- Vision Benefits Summary (for your reference)
- Vision Care for Life Enrollment Form with Dependent Data
- OMNI Group 403(b) Enrollment Information

Please submit your **official** college transcripts (remember to include all credits for proper lane credit on the WTG and WTG-Paraprofessionals Collective Bargaining Agreement Salary Scale) **and** your RIDE license.

"Empowering all learners to shape and enrich their changing world"

The Woonsocket Education Department does not discriminate on the basis of age, sex, race, religion, national origin, color or disability in accordance with applicable laws and regulations.