

Date: August 10, 2018  
To: New Employees  
From: Janet R. Jordan, Human Resources Manager JJ  
Re: New Employee Orientation on August 27th & 28th

You are invited (and encouraged) to attend the RSU's annual "New Employee Orientation". The orientation will be held on Monday and Tuesday, August 27th and 28th in the Conference Room, in the District Services Facility located at 2165 US Highway One in Sullivan. The session is informal (*shorts and tees are welcomed*).

Enclosed are agendas. On **DAY ONE** you will receive information regarding your salary/wage and your employment benefits with Regional School Unit 24. You will be issued a photo i.d. badge and a packet of employment forms, booklets, and brochures. We will be discussing important matters like our health insurance program, dental insurance, earned time, time clocks, direct deposit, and much, much more. You will also receive training on our email and district wide "Google" communication systems. ***There is one form that you must complete on the 27th: the I-9 Form. I have enclosed a list of documents that you must present to me on that day, one from list A OR one from each of Lists B and C. The information packets you receive will go home with you where you may read the materials and complete the forms. All forms and information must be submitted to us in a timely manner, NO LATER THAN SEPTEMBER 7th.***

On DAY TWO (**a half day for TEACHERS ONLY-NO SUPPORT STAFF**) you will receive information regarding the vision and foundational principles within RSU 24's curriculum, instruction and assessment program, as well as receive your computer and login information to our district-wide programs.. In the 2018-2019 school year, the district will be in its fifth year of implementation of Proficiency-Based Education (PBE), practicing district wide in grades K-12. Within RSU 24, PBE involves specific philosophies, rubric language, an additional learner management system (Mastery Connect), district-wide benchmarks, and Habits of Work & Learning skills per grade-span. Session I will be devoted to becoming familiar with these ideals as well as provide time for questions regarding adopted curricula and preferential assessment design.

Session II will be focused on new teacher mentoring, certification, and our local teachers' union, Down East Education Association (DEEA). Session III will be when you receive your laptop and login information.

In addition to accomplishing the "nitty-gritty," this is an opportunity to meet other new employees, the folks here at the "DSF", and others throughout RSU 24. We look forward to working with you!

Please RSVP at your earliest convenience by emailing me at [jjordan@rsu24.org](mailto:jjordan@rsu24.org). (If you have food restrictions, please include that information in your RSVP.) If you have any questions regarding the orientation, please don't hesitate to contact me.

Enc: Agendas and I9 List of Approved Documents

[Click Here for a Google Map to RSU 24 District Services Facility](#)

New Employee Orientation  
District Conference Room, 2165 US Highway One, Sullivan, Maine 04664

**DAY ONE-ALL EMPLOYEES**

**Monday, August 27th**

**Session I Payroll and Human Resources**

- 8:30 a.m. Registration, Breakfast Bar, and Badge Printing
- 9:00 a.m. Welcome, Introductions, and District Overview
- 9:15 a.m. Overview General Payroll Practices
- 9:30 a.m. Basic Employment Documents: I-9, W-4's, Direct Deposit
- 9:45 a.m. Benefits:
- Maine Public Employees Retirement System
  - Health & Vision Insurance
  - Dental Insurance
  - Cafeteria Plans/Flex Benefits
  - Others: Annuities, Dues, etc.
- 10:15 a.m. Break
- 10:30 a.m. Mandatory Staff Training

**Session II Information Technology**

- 11:30 a.m. Introduction by Ginny Dennison  
Help Ticket Process-Ginny Dennison  
Google/Gmail Overview-Abe Knowlton
- 12:00 pm A light lunch provided by the RSU followed by Time Clock Training for hourly personnel.

-End of Day One-

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**DAY TWO-TEACHERS ONLY**

**Tuesday, August 28th**

**Session I**     **RSU 24 PBE Philosophy - Curriculum, Instruction & Assessment**

- 8:00 a.m.     Coffee & Lite Breakfast
- 8:20 a.m.     Welcome, Introductions, and Day Two Overview
- 8:35 a.m.     “Climb the Tree”, and Proficiency-Based Lingo/Standards Terms
- 9:00 a.m.     Learning Targets, Guiding Questions, and Unit Planning - Relevance Within the Student Experience
- 9:20 a.m.     Break
- 9:30 a.m.     Formative Assessments, Summative Assessments & Universal Screening
- 10:00 a.m.    New Teacher Support Meetings, Questions/Reflections, and Closing

**Session II**     **Teacher Information-by Barbara Bricker**

- 10:15 a.m.    Mentoring & Certification
- 10:45 a.m.    Presentation by the Down East Educators Association

**Session III**    **Computer Distribution-IT Team**

- 11:15 a.m.    Infinite Campus (Student Information System) -Ramona Bennett, Data Manager

Teachers, if you have not received your computer earlier in the summer, please come to IT to get your computer, set up Google Backup, etc. You will also receive your logins for district-wide programs. We will divide into groups and do this as quickly as possible.

-End of Day Two-

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**