

FALLBROOK UNION HIGH SCHOOL DISTRICT

Human Resources

Memo

To: New Employees (Student Worker)
From: Jean Proctor, Human Resources Technician
Subject: Employee Packet and Paperwork

Included in the list below is all the paperwork we will need back in order to process you as a new employee of the Fallbrook Union High School District.

Reading Material- Complaints Concerning School Personnel, Uniform Complaint Procedure, Drug and Alcohol-Free Workplace, Sexual Harassment Board Policies, Sexual Harassment Pamphlet, Penal Code-Child Abuse, Employee's Workers' Compensation Handbook, Employee Notification of Election of Personal Physician, School Year Calendar, Employee Handbook and Bloodborne Pathogens Booklet can be access at www.fuhisd.net by clicking on Departments, Human Resources, and then click on New Employees.

Required completed forms:

- TB Test
- Employee Ethnicity Identification
- Staff Emergency Information
- Employment Eligibility Verification (Social Security & Driver's License)
- W-4 Form
- Oath or Affirmation for Persons Employed by the District
- Child Abuse (Mandated Reporting) Requirement

Optional Forms to return to the District- Direct Deposit Authorization

Please call me with any questions at (760) 723-6332 extension 6493