



Denville Board of Education

1 St. Mary's Place, 2nd Floor, Denville, NJ 07834

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Welcome Letter to New District Employees

Dear New Denville District Employee,

Congratulations on being offered a position to work for Denville School District! We welcome you and are looking forward to having a great year with you on our team. Someone from the Human Resources department will contact you to set up an appointment when the recommendation process has been completed.

Our Human Resources department has prepared a checklist to make the processing of your new hire paperwork as convenient as possible. Most of the required forms and additional information have been placed online for you to download, complete and return to our HR office on your scheduled appointment day. If you have questions on any form that you must complete, leave that area blank and complete it when you meet with our Human Resources representative.

The Board of Education Office is located at 1 St. Mary's Place, 2nd Floor, Denville, NJ 07834.

Please download the checklist and required forms.

IMPORTANT! BRING WITH YOU TO YOUR SCHEDULED APPOINTMENT:

- All downloaded, completed and signed forms
- Original Social Security Card
- Driver's License or state issued ID—must be current
(*Make sure your first and last names match on your social security card and driver's license)
- Appropriate and valid work authorization documentation as your situation may require
- All education documents as required for your position.

FREQUENTLY ASKED QUESTIONS

When will I receive my first paycheck?

Our employees are paid on the 15th and 30th of each month. (When these dates occur on a weekend or holiday, payday is the business day before the 15th or 30th.) Your first paycheck will be issued according to the payroll schedule and will be a live check.

When will I receive my contract?

All staff will receive their contract once Board approved and on your appointment date if all new hire paperwork is completed and documents for employment are received.

When will my insurance go into effect?

You can schedule an appointment with the Benefits Coordinator to discuss insurance benefits.

What educational verification will I need to provide?

- Professional employees must provide original service records from all institutes of higher learning.
- Instructional Paraprofessionals must provide a college transcript indicating 60 college hours completed or have passed the Paraprofessional Competency Exam and provide the certificate from the exam as well as a GED or high school diploma.
- Other Paraprofessionals must provide a transcript, GED or high school diploma as indicated on the job posting requirement.
- Substitutes must provide an original college transcript verifying the completion of 60 college hours for teacher subs and high school diploma for paraprofessional subs.

ADDITIONAL INFORMATION

In accordance with Senate Bill 9 all school district employees with access to students must be fingerprinted through the Texas Education Agency and have those prints registered with the Department of Public Safety. Certified employees, who were certified after 2003, completed this process as part of their certification. If you have not been fingerprinted previously this process will be explained to you during your appointment.

Note: Instructional Paraprofessionals will be required to apply online for an Educational Aide Certificate, which includes the fingerprinting process. You will be responsible for paying for this with a credit/ debit card at the time of your application. The approximate total cost for the prints and certificate is \$75. The process will be explained to you during your appointment time.