

GENERAL DIRECTIONS FOR THE NEW EMPLOYEE CHECKLIST

All full-time personnel should be directed to the Human Resources Office to complete this form. Division chairpersons, instructional deans, and dean will need to complete this form with all part-time instructional staff under their supervision. If you have any questions concerning this form or the information involved, do not hesitate to contact the human resources office.

Directions: The new employee should complete the general information at the top of the form. The division chairperson, director, dean, or human resources representative should provide the new employee with information for the topics as listed. A check mark beside the topic will indicate that the topic was discussed. The employee and the supervisor must both sign and date the form and the form must be submitted as a part of the payroll information packet.

Compensation/Benefits

Employment Contract: the employment contract is generated by the supervisor and sent to the HR Office. The President will sign the contract and then it will be sent to the supervisor to pass on to the employee. The employee should sign and return the contract in a timely manner.

Payroll Information: all employees, except maintenance employees, are paid on the last working day of the month. All time cards and payroll information should be turned into the HR office by the 20th of each month or as stipulated in the Student Handbook/Calendar.

Credit Union: all employees are eligible to participate in the Northeast Texas Teachers Federal Credit Union. Contact the HR office for more information.

Retirement: Only full-time employees are eligible for retirement benefits. The only exception is the adjunct faculty member who is currently enrolled in the Teacher Retirement System of Texas (TRS). The employee must complete the PJC TRS data form. PJC will contribute 6.0% of the employee's monthly salary and the employee will contribute 6.4%.

Leave: Part-time employees are not eligible for vacation or sick leave. Refer to the Employee Procedures Manual for more details.

FLSA status and overtime/comp time: Part-time employees are not eligible.

Worker's Compensation Insurance Program All employees are covered by the Worker's Compensation program through Paris Junior College. If you are injured on the job, seek medical assistance and then complete an accident report with the supervisor as soon as possible, but no later than 5 business days after the accident.

Health insurance and optional insurance opportunities: Part-time employees are not eligible for health insurance or optional insurance coverage.

Employee/Dependent Scholarship program Part-time employees and their dependents are not eligible for the scholarship program.

PJC Policies/Procedures

Policy Manual and Procedures Manual: These manuals are located on-line. They can be accessed at www.parisjc.edu/hr/hrhome. The code for the policy manual is: username: parisjc, password: pjc1924

Grievance Procedure: this procedure is outlined in the EPH; the supervisor should review with employee.
Sexual Harassment policy/procedure: this policy and procedure is outline in the EPH and the PJC Policy Online Manual. The supervisor should review with the employee.

EEO Policy: these policies are outlined in the EPH and the PJC Policy Online Manual. The supervisor should review with the employee.

Due Process/Progressive Discipline Procedure: this procedure is outlined in the EPH; the supervisor should review with the employee.

Instructional Responsibilities

This information will be reviewed with the employee by the instructional supervisor. All of this information may also be found in the *Employee Procedures Handbook* (EPH).