PASADENA INDEPENDENT SCHOOL DISTRICT
EMPLOYEE VERIFICATION DOCUMENT

Revised 6/2008

My signature at the bottom of this page acknowledges that I have received, read, and that I understand all of the following information.

1. EMPLOYEE WAGES: Please be advised that your wages are subject to a deduction of 1.45% for Medicare insurance. Required forms must be completed and returned to Human Resources by the first Friday of a pay period in order to receive a check on the next payday.

2. INSURANCE: If you are eligible for insurance, various plans are available through the District. If hired before the 15th of the month, employees will be responsible for making their first insurance payment, by a personal check or money order, to the Payroll Office. I have received the "Important Notice to Employees and Dependents on Continuation of Health coverage (COBRA)."

3. HAZARDOUS CHEMICALS: I have received and read a copy of the Texas Hazard Communication Act (revised 1993), codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training.

4. EMPLOYEE ELECTION TO CLOSE OR OPEN PUBLIC ACCESS: Periodically, information concerning district employees is requested by the public from Human Resources. Information regarding name, salary, tenure, position, etc. is public information by law at all times. You have the right, however, to close public access to your home address, telephone number, social security number, as well as documents that reveal whether you have family members. By exercising this right, the district will use this information as a part of its normal course of business, but will not release it to the public.

5. If, at any time you wish to change your election, a form must be completed and is available in Human Resources.

Circle response: I elect to **open** **close** public access to my personal information including home address, social security number, telephone number(s) and whether I have family members.

6. DISTRICT POLICY: From time to time, questions are raised concerning district or state policies. Every employee is encouraged to become familiar with district and state policies. **This information is available on the PISD web site: www.pasadenaisd.org.**

7. PURCHASING POLICIES: No employee of any school organization of the Pasadena Independent School District shall have the authority to contract for any goods or services in the name of the school district without the approval of the Board of Trustees. All purchases shall be made, through regular channels, by the Business Office. Employees are to submit requests for materials needed to their Principal or Department Head.

8. EMPLOYEE/COMMUNITY MEMBERS ACCEPTABLE USE OF COMPUTERS & INTERNET POLICY

9. NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TEXAS.

10. EMPLOYEE ACKNOWLEDGEMENT OF THE ALLIANCE DIRECT CONTRACTING PROGRAM.

Ethnic Group		
( ) American Indian	( ) Black	( ) White, non-Hispanic
( ) Asian or Pacific Islander	( ) Hispanic	
Male_____	**Female_____**	

Circle the appropriate response:

- Are you currently a member of the Teacher Retirement System?

Yes_____ No_____

Name_____
Last First Middle Maiden

SS#_____ Date of Birth_____

Signature **X**_____ Date_____