

# School District of Philadelphia

## Office of Human Resources

### INFORMATION FOR NEW EMPLOYEES

Welcome you to the School District of Philadelphia. We value and appreciate your commitment to the education of our students. This information sheet expresses a number of employment policies and regulations of which you must be aware. Our staff would be pleased to answer any questions concerning any of these polices that may be unclear to you.

#### ▪ **Approval to begin Employment**

You may not begin employment, nor will you be paid, without written approval by the Office of Human Resources. We must verify that you have completed all procedure and submitted all required documents. No one other than an administrator of Human Resources has the authority to authorize an employee to begin work. Your employment will not be authorized, and you will not be paid if the following documents are not completed and submitted.

- PA Criminal Record, PA Child Abuse, and FBI Clearance
- Employment Physical Examination
- Retirement and Benefits Enrollment
- Proof of Identity and Employability
- PA Certification
- Assignment Introduction Form

#### ▪ **Issuance of Paychecks**

All employees are paid on a biweekly basis every other Friday. Employees who work a ten-month school year are paid on a twelve-month basis.

#### ▪ **Teacher Induction Program**

In accordance with the provisions of the Public School Code, all teachers hired by the School District must successfully complete the Induction Program. Prompt attendance at all components of the Induction Program is absolutely required.

#### ▪ **Prior Experience**

Certified teachers can receive prior experience salary credit for two or more years of post Baccalaureate full-time teaching experience. Only full-time teaching for complete school years can be counted.

#### ▪ **Advanced Degree Salary Credit**

Advanced degree salary credit may be awarded in accordance with School District Policy upon presentation of sealed official transcripts.

#### ▪ **Separation From Service**

The Public School Code mandates that an advanced written notice be presented to the School District prior to the anticipated date of separation from service. It is required to complete the Notification of Resignation form and submit it to the District's Retirement Office. Failure to adhere to this provision may result in a charge of willful violation of school laws.

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Signature

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Date