

Chelsea Public Schools
500 Broadway Room 221
Chelsea, MA 02150

Welcome to Chelsea Public Schools! We are excited to have you join our team.
Visit our HR Website

Directions:

To complete the hiring process, you will need to review the information below and complete the paperwork and/or tasks listed.

Once you have reviewed all of the documents above and completed the necessary forms, please contact the Human Resources office at 617-466-4467 to make an appointment to review the paperwork and finalize your start date. If at any time you have questions or concerns, please do not hesitate to contact us at personnel@chelseaschools.com.

Employee Information	The Employee Information Sheet asks for your demographic information. The information on this sheet is used to create an X2 and Profile account
Background Check	All school employees are subject to a national and state background check. Chelsea Public School does not accept suitability letters but we will reimburse provided you submit a suitability letter and a copy of the receipt of your fingerprinting session using the Chelsea Code CORI checks are district specific and must be renewed every three years.
Payroll Information	Contract payroll for the following: pay, leave balance (sick, personal, etc.), Payroll questions can be directed to payroll department at Payroll@chelseaschools.com
Eligibility for Employment	All employees are responsible for completing the I-9 Form to show they are eligible to work in the United States. Employees complete Section 1 only. Please bring two forms of valid identification (listed on page 3) to complete Section 2.

<p>Required Trainings</p>	<p>All employees are required to complete the Mandatory Ethics Training every two year. Please participate in this training and include the certificate with on boarding paperwork.</p> <p>Each year all employees are required to participate in Mandatory training. This training includes information on Civil Rights, Bully prevention, and other training items at the school sites.</p>
<p>Retirement</p>	<p>Municipal and School employees do NOT contribute to Social Security. As a result, each employee pays into a retirement account based on their role in the school.</p> <p>All employees must sign the SSA-1945 form. This form explains that you do not contribute to social security. Your signature on the SSA-1945 form indicates that you understand this.</p> <p>All employees who work LESS than 0.5 FTE pay into VOYA. There are no exceptions.</p> <p>All non-teacher employees who work MORE than 0.5 FTE pay into Chelsea City Retirement. In order to complete enrollment in Chelsea City Retirement, you must also complete the Eligible Retirement Member Enrollment Notification Form AND provide a copy of your birth certificate OR passport.</p> <p>All teachers, nurses and other professional educational personnel pay into the Massachusetts Teachers' Retirement System. Enrollment into MTRS is a two-part process. The HR Department initiates the process by entering your basic demographic and employment information. Once this is completed, you will receive an instruction sheet to complete the enrollment. It is imperative that you complete your portion of the enrollment process.</p>
<p>Badge</p>	<p>Each employee will be issued a School I.D. Once the form is approved by H.R. You will be directed to go to the Parent Information Center for this process to be completed.</p> <p>Key Card- The key card has two purposes: entrance to the school building and access to the school copy machines.</p> <p>Contact your school Clerk if you have any issues with your key card.</p>

<p>Benefits</p>	<p>All employees who work 0.5 FTE or more are eligible for benefits for the employee and dependents. Enrollment in benefits must be completed within thirty days of employment or during Open Enrollment.</p> <p><u>Health Insurance</u> Chelsea offers health insurance through Harvard Pilgrim Health. There are two plans available (HMO and PPO). Please review the documents to determine which plan best meets your needs.</p> <p><u>Dental Insurance</u> Chelsea offers dental insurance through Altus Dental and DMS. Please review the documents to determine which plan best meets your needs.</p> <p><u>Other Optional Insurance</u> All employees have the option to purchase Life</p> <ul style="list-style-type: none"> • Boston Mutual- Employees have a one time opportunity to enroll in a life insurance policy through Boston Mutual. The value of the policy is \$5,000. The employee pays \$2.95 monthly. <p>For health, dental, optional insurance, contact: City HR at 617-466-4172 or Denia Romero at dromero@chelseama.gov</p> <p><u>Tax Deferred 403b Plan</u> A 403B is a tax deferred annuity savings plan offered to school employees. A 403B offers tax deferred savings and growth while lowering your taxable income and providing additional retirement savings. While we administer the deductions through payroll, please see the OMNI information inside the onboarding packet.</p> <p>Contact OMNI - included in TalentEd Onboarding paperwork INSERT LINK</p>
<p>Declining Benefits</p>	<p>If you do not wish to enroll in health insurance at the time of employment, you must sign the Waiver form. Please note, you may enroll in insurance during open enrollment and/or if you have a qualifying life event.</p> <p>Contact: City HR at 617-466-4172 or Denia Romero at dromero@chelseama.gov</p>
<p>FMLA/ Maternity/ Paternity</p>	<p>FMLA Employee form FMLA Designation Notice form FMLA/ Maternity/ Paternity FAQ FMLA Family Member's Serious Health Condition form Refer to union contracts</p>

Employee Assistance Program (EAP)	Update EAP information
Name Change	Name Change form Change of Address W-4 form Update form
Parking	Parking Sticker Application
Tuition Reimbursement	Complete tuition reimbursement form and send to personnel@chelseaschools.com Link to Form: https://drive.google.com/file/d/1kNSO7fNcggQou8LbB1xj5IrKdpgjLzyY/view