

## TO HIRING SUPERVISORS:

Below is a sample e-mail that you can use to send New Hire Student Employees their paperwork if they would like it e-mailed vs completed in person (note: I-9 must be completed in person).

Please note in order to ensure that your email is encrypted you must send out following the directions provided by IT at: <https://office.losrios.edu/answers/encrypt/> In addition, to receive it back the New Hire MUST reply back to the encrypted email.

The parts highlighted in **BLUE** are for your action – it is your responsibility to locate the appropriate Job Safety Analysis and provide to your New Hire. The parts in **YELLOW** may/may not apply to your New Hire – please review and leave in or delete from the e-mail. The part in **PINK** are for you to fill in with your contact information.

## SAMPLE E-MAIL TO NEW HIRE:

Thank you for your interest in working for the Los Rios Community College District. Enclosed you will find New Hire Paperwork required prior to starting as a Student employee with the District:

- “STU – Hiring Documents – All Documents for New Hire Records” – This zip file is for your records. You are required to read ALL the pages and there are pages that require your action, such as Sexual Harassment Prevention Training (complete within 14 days of hire), Not Anymore (Title IX) Training (complete within 30 days of hire), Self-Service webpages introduction (your action required to complete Emergency Contacts, W-4, etc.), and Election of Personal Physician (for Worker’s Compensation – optional document). In addition, you must review the direction on the last page of this packet and complete the appropriate Student Employment Fingerprint Requirement Process. You will not be able to start employment until your background has cleared.
- “New Hire Forms STU – To Be Completed and Returned” – You need to complete and sign these documents and return. In addition, please submit a copy of your Live Scan receipt(s) showing you have completed the required background process. Please note that the I-9 will also require supporting documents to be provided **in person** (1 document from column A or 2 documents (1 from column B AND 1 from column C – see page 3 of I-9 for Lists of Acceptable Documents). The I-9 is not “fillable”; however, you can opt to complete the fillable on-line version at <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf> (you will need to send a saved or printed copy with your signature). For IRS purposes, we will need a copy of your Social Security Account Number card or Tax Payer ID Card (note the Social Security Account Number card can also be used for the I-9 documentation if you choose).

Please Note: On the New Employee Training Checklist (P-202) document, #7 refers specifically to the Job Safety Analysis. For the specific Job Safety Analysis – See Attached or hyper-link provided.

**The Hiring Supervisor must provide the appropriate Job Safety Analysis – this can be located at: <https://employees.losrios.edu/employee-groups/temporary-employees/temporary-employee-job-descriptions-and-safety-analyses>**

**The job analysis can be “printed” as an Adobe document and saved as a PDF and e-mailed to the New Hire OR the exact hyperlink to the specific job safety analysis can be provided.**

- **Complete the “New Hire Form STU – Hep B Instructions”** paperwork and training as your position has been identified as having Occupational Exposure with Blood or other potentially infectious

materials. You will need to complete the Hepatitis B – Acceptance/Declination form and On-Line Training.

- When replying and providing these documents (the completed forms and supporting materials) you MUST reply to THIS encrypted email in order to maintain confidentiality of your documents. You will need to bring I-9 backup documentation to your hiring supervisor.

Please complete and return forms in the following attachment(s):

New Hire Forms STU – To Be Completed and Returned

New Hire Forms STU – To Be Completed and Live Scan Receipt Returned

**New Hire Form – Hep B Instructions**

Upon completion, please send the signed forms and appropriate documents to **XXXX**.

Please note that you will be ineligible to start until ALL documents have been received. If you have any questions please call **XXX** or email me at **XXX**.