

APPLICATION PROCEDURES FOR SUBSTITUTING

- Complete necessary paperwork on line with the Alabama State Department of Education Teacher Certification Office. (<http://www.alsde.edu>) **Click on Education Professionals, Certification, the yellow box on the lower right that says Other Approaches, All links, then Substitute. Click on Substitute Application. Complete application and Print it. Then go to the link on the form (<https://www.alabamainteractive.org/education/>) to pay the \$30 application fee. Print a copy of your receipt. Bring completed pages back to the Superintendent's office for approval.**
- Complete Piedmont City Schools Application for Substitute Teaching
- Provide a copy of High School Diploma or equivalent.
- Complete W-4 and A-4 tax withholding forms
- Drug Free Workplace Statement must be signed
- Acceptable Use for Technology Resources must be signed
- Complete I-9 and attach a copy of your social security card and a current driver's license. Cards must have current name and date. We will not accept an expired license.
- Complete Direct Deposit form.
- Follow the enclosed directions for fingerprinting services with Cogent Systems. (https://cogentid.3m.com/al/index_adeNew.htm) The fingerprint fee of \$48.15 is explained in the paperwork provided.

Substitute hires must go before the Board of Education. After Board approval your information will be referred to E-Verify. This system is used to verify the employment eligibility of newly hired employees based on the Illegal Immigration Reform and Immigrant Responsibility Act. After you have been approved you will receive a letter and/or email from the Aesop administrator with your new id and password and directions for registering for Employee Self Service portal to receive pay statements online.

PIEDMONT CITY SCHOOLS
SUBSTITUTE TEACHER PAY

Pay Level I

\$58.00 daily – Possession of a high school diploma or GED diploma

Pay Level II

\$63.00 daily - Completion of at least 2 years of study at an institution of higher education **OR an associate's or higher degree**

Pay Level III

\$73.00 daily – Completion of a four year college degree program

Extended Leave Teacher Substitutes (10 consecutive days for same teacher)

\$100.00 daily – Possession of a valid teaching certificate

Extended Leave Custodian Substitutes (10 consecutive days at same position)

\$73.00 daily

Extended Leave Instructional Aide Substitutes (10 consecutive days same position)

\$80.00 daily

ALL SUBSTITUTES MUST HOLD EITHER A VALID SUBSTITUTE TEACHING CERTIFICATE OR REGULAR TEACHING CERTIFICATE AND HAVE COMPLETED A BACKGROUND CHECK .

ALL SUBSTITUTES MUST BE APPROVED BY THE SCHOOL BOARD.

PIEDMONT CITY SCHOOLS
502 HOOD STREET, W
PIEDMONT, AL 36272

SUBSTITUTE APPLICATION

This Employer Participates in E-Verify

Degree/Non-Degree (Substitute Teacher's License) _____ Certificated (Valid AL Teaching Certificate) _____ Classified (CNP, Aide, Custodian) _____

Personal Information

Social Security No. _____ - _____ - _____

Name _____
Last First Middle

Present Address _____

Street City State Zip

Telephone _____ Alternative Telephone _____ E-Mail Address _____

DATA FOR AFFIRMATIVE ACTION (optional) Date of Birth _____ Sex: Male _____ Female _____

Ethnicity:

White Non-Hispanic _____ Black Non-Hispanic _____ Hispanic _____ Native Hawaiian/Other Pacific Islander _____

American Indian/Alaska Native _____ Asian _____

Educational Background

High School Diploma ☐ GED ☐

College or University _____ Date of Graduation _____ Degree Held _____

Additional Information

Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?
Yes _____ No _____ If you answer "yes" please provide details of conviction including date and place of conviction. A "yes" answer will not automatically result in a non-issuance but may result in a request for additional information.

If Degree/Non-Degree or Certificated:

Do you currently hold an Alabama Teaching Certificate? Yes _____ No _____ Valid until _____

If no, have you applied for a certificate? Yes _____ No _____ Date Applied _____

Building Preference:

Piedmont Elementary School PK-05 ☐ Piedmont Middle School 06-08 ☐ Piedmont High School 09-12 ☐

AGREEMENT

I hereby certify that the above information to the best of my knowledge is true, accurate and complete. Any misrepresentation or willful omissions of the facts shall be sufficient cause for the disqualification of this application or termination of employment. Furthermore, it is understood that this application and records become the property of the Piedmont City School System, which reserves the right to accept or reject it. I further agree to observe all rules, regulations and policies of the district.

I hereby authorize the district to conduct work history, personal references or police record inquiries to determine my acceptability for employment.

Signature of Applicant Date _____

The Piedmont City School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to address inquiries regarding the non-discrimination policies:

Mr. Mike Hayes, Title IX Coordinator, 502 Hood Street West, Piedmont, AL 36272 (256) 447-8831

Mrs. Debra Ledbetter, 504 Coordinator, 504 Hood Street, Piedmont, AL 36272 (256) 447-7483

Mrs. Revonda Pruitt, Title II Coordinator, 504 Hood Street, Piedmont, AL 36272 (256) 447-7483

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Form W-4 (2019)

Future developments. For the latest information about any future developments related to Form W-4, such as legislation enacted after it was published, go to www.irs.gov/FormW4.

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. You may claim exemption from withholding for 2019 if **both** of the following apply.

- For 2018 you had a right to a refund of **all** federal income tax withheld because you had **no** tax liability, **and**
- For 2019 you expect a refund of **all** federal income tax withheld because you expect to have **no** tax liability.

If you're exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2019 expires February 17, 2020. See Pub. 505, Tax Withholding and Estimated Tax, to learn more about whether you qualify for exemption from withholding.

General Instructions

If you aren't exempt, follow the rest of these instructions to determine the number of withholding allowances you should claim for withholding for 2019 and any additional amount of tax to have withheld. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

You can also use the calculator at www.irs.gov/W4App to determine your tax withholding more accurately. Consider

using this calculator if you have a more complicated tax situation, such as if you have a working spouse, more than one job, or a large amount of nonwage income not subject to withholding outside of your job. After your Form W-4 takes effect, you can also use this calculator to see how the amount of tax you're having withheld compares to your projected total tax for 2019. If you use the calculator, you don't need to complete any of the worksheets for Form W-4.

Note that if you have too much tax withheld, you will receive a refund when you file your tax return. If you have too little tax withheld, you will owe tax when you file your tax return, and you might owe a penalty.

Filers with multiple jobs or working spouses. If you have more than one job at a time, or if you're married filing jointly and your spouse is also working, read all of the instructions including the instructions for the Two-Earners/Multiple Jobs Worksheet before beginning.

Nonwage income. If you have a large amount of nonwage income not subject to withholding, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you might owe additional tax. Or, you can use the Deductions, Adjustments, and Additional Income Worksheet on page 3 or the calculator at www.irs.gov/W4App to make sure you have enough tax withheld from your paycheck. If you have pension or annuity income, see Pub. 505 or use the calculator at www.irs.gov/W4App to find out if you should adjust your withholding on Form W-4 or W-4P.

Nonresident alien. If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Specific Instructions

Personal Allowances Worksheet

Complete this worksheet on page 3 first to determine the number of withholding allowances to claim.

Line C. Head of household please note: Generally, you may claim head of household filing status on your tax return only if you're unmarried and pay more than 50% of the costs of keeping up a home for yourself and a qualifying individual. See Pub. 501 for more information about filing status.

Line E. Child tax credit. When you file your tax return, you may be eligible to claim a child tax credit for each of your eligible children. To qualify, the child must be under age 17 as of December 31, must be your dependent who lives with you for more than half the year, and must have a valid social security number. To learn more about this credit, see Pub. 972, Child Tax Credit. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line E of the worksheet. On the worksheet you will be asked about your total income. For this purpose, total income includes all of your wages and other income, including income earned by a spouse if you are filing a joint return.

Line F. Credit for other dependents. When you file your tax return, you may be eligible to claim a credit for other dependents for whom a child tax credit can't be claimed, such as a qualifying child who doesn't meet the age or social security number requirement for the child tax credit, or a qualifying relative. To learn more about this credit, see Pub. 972. To reduce the tax withheld from your pay by taking this credit into account, follow the instructions on line F of the worksheet. On the worksheet, you will be asked about your total income. For this purpose, total

----- Separate here and give Form W-4 to your employer. Keep the worksheet(s) for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2019	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married filing separately, check "Married, but withhold at higher Single rate."			
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 800-772-1213 for a replacement card. <input type="checkbox"/>			
5 Total number of allowances you're claiming (from the applicable worksheet on the following pages)				5	
6 Additional amount, if any, you want withheld from each paycheck				6	\$
7 I claim exemption from withholding for 2019, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here 7					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶					
8 Employer's name and address (Employer: Complete boxes 8 and 10 if sending to IRS and complete boxes 8, 9, and 10 if sending to State Directory of New Hires.)				9 First date of employment	10 Employer identification number (EIN)



Employee's Withholding Tax Exemption Certificate

Every employee, on or before the date of commencement of employment, shall furnish his or her employer with a signed Alabama withholding exemption certificate relating to the number of withholding exemptions which he or she claims, which in no event shall exceed the number to which the employee is entitled. In the event the employee inflates the number of exemptions allowed by this Chapter on Form A4, the employee shall pay a penalty of five hundred dollars (\$500) for such action pursuant to Section 40-29-75.

Part I – To be completed by the employee

EMPLOYEE NAME	EMPLOYEE SOCIAL SECURITY NUMBER		
<hr/>			
STREET ADDRESS	CITY	STATE	ZIP CODE
<hr/>			

HOW TO CLAIM YOUR WITHHOLDING EXEMPTIONS

1. If you claim no personal exemption for yourself and wish to withhold at the highest rate, write the figure "0", sign and date Form A4 and file it with your employer.
2. If you are SINGLE or MARRIED FILING SEPARATELY, a \$1,500 personal exemption is allowed.
Write the letter "S" if claiming the SINGLE exemption or "MS" if claiming the MARRIED FILING SEPARATELY exemption
3. If you are MARRIED or SINGLE CLAIMING HEAD OF FAMILY, a \$3,000 personal exemption is allowed.
Write the letter "M" if you are claiming an exemption for both yourself and your spouse or "H" if you are single with qualifying dependents and are claiming the HEAD OF FAMILY exemption.
4. Number of dependents (other than spouse) that you will provide more than one-half of the support for during the year. *See dependent qualification below.*
5. Additional amount, if any, you want deducted each pay period. \$
6. **This line to be completed by your employer:** Total exemptions (example: employee claims "M" on line 3 and "2" on line 4. Employer should use column M-2 (married with 2 dependents) in the withholding tables)

Under penalties of perjury, I certify that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

Employee's Signature _____ Date _____

Part II – To be completed by the employer

EMPLOYER NAME	EMPLOYER IDENTIFICATION NUMBER (EIN)		
<hr/>			
ADDRESS	CITY	STATE	ZIP CODE
<hr/>			

Employers are required to keep this certificate on file. If the employee is believed to have claimed more exemption than legally entitled or claims 8 or more dependent exemptions, the employer should contact the Department at the following address or phone number for verification: Alabama Department of Revenue, Withholding Tax Section, P.O. Box 327480, Montgomery, AL 36132-7480, by phone at (334) 242-1300, or by fax at (334) 242-0112. If the employee does not qualify for the exemptions claimed upon verification, the employer is required to withhold at the highest rate until the employee submits a corrected Form A4 reflecting the proper exemption they are entitled to claim.

DEPENDENTS: To qualify as your dependent (Line 4 above), a person must receive more than one-half of his or her support from you for the year and must be related to you as follows:

- Your son or daughter (including legally adopted children), grandchild, stepson, stepdaughter, son-in-law, or daughter-in-law;
- Your father, mother, grandparent, stepfather, stepmother, father-in-law, or mother-in-law;
- Your brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, or sister-in-law;
- Your uncle, aunt, nephew, or niece (but only if related by blood).

ACKNOWLEDGEMENT

SAFE SCHOOLS POLICY

(Drugs, Alcohol, Tobacco, and Weapons)

Drug and Alcohol Free Workplace

The use, possession, distribution, and sale of alcohol and the illegal use, possession, distribution, and sale of drugs in a school building, on school grounds, on Board property, on school buses, or at school-sponsored functions are prohibited.

Tobacco/Tobacco products

The use of tobacco products and illegal possession, distribution, and sale of tobacco products on school property is prohibited. These prohibitions also apply to electronic cigarettes, vape pens, hookah pens, e-hookahs, vape pipes and any similar device designed to deliver nicotine, flavor and other chemicals via inhalation.

Deadly Weapons

The possession of a deadly weapon or dangerous instrument (defined in Board Policy) in a school building, on school grounds, on school property, on school buses, or at school-sponsored functions is prohibited except for authorized law enforcement personnel.

In addition to any criminal penalties that may be imposed, employees and substitutes that violate these policies will be subject to adverse personnel action, which may include termination. Employees will be terminated in accordance with the *Students First Act*. (Ala. Code 16-24C)

The Piedmont City Board of Education will implement a drug and alcohol free awareness program to inform employees of the dangers of drug abuse, the system's policy of maintaining a drug and alcohol free workplace, available drug counseling, rehabilitation, and penalties that may be imposed upon employees for drug abuse violations.

ACKNOWLEDGEMENT

SAFE SCHOOLS POLICY

(Drugs, Alcohol, Tobacco, and Weapons)

I, _____, have received a copy of the Piedmont City Board of Education's policy regarding safe schools, including the maintenance of a drug-free workplace, illegal drugs and alcohol, tobacco, and weapons.

I understand that as an employee/substitute of the Piedmont City School District I must abide by the terms of the system's policy including notifying the administration of any criminal drug statute conviction.

I also understand that the school district will take action against me if I violate the system policy.

Employee/Substitute Signature

Date

ACCEPTABLE USE POLICY FOR TECHNOLOGY RESOURCES

Substitute Teachers

Purpose

The purpose of this policy is to provide guidance on the acceptable use of computers, networks, the Internet, electronic mail, and related telecommunications equipment in the Piedmont City School system. The Piedmont City School (hereafter referred to as "PCS") system has purchased technology resources to serve many *Users* of the community. The term *User* refers to person (i.e., student, teacher, employee, substitute, parent, etc.) who uses the technology resources of the PCS. PCS has provided technology resources (i.e., computers, networks, the Internet electronic mail, software, etc) for the following purposes:

- To provide our students and faculty the resources to achieve program related goals/objectives
- To provide a communication link between PCS and the community
- To perform functions related to conducting business by PCS

General

Technology resources are an important part of our school system, and may enhance the educational experience for our students and assist employees in performance of the day-to-day operations of the school system. Employees and students of PCS may be allowed to use the school system's electronic mail system. The use of computers, networks, the Internet and electronic mail is a privilege that is granted to users. Violation of this policy may result in a *User* losing access to PCS technology.

Student Access

It is the policy of PCS that students will be allowed to access the Internet or use electronic mail (if requested by a teacher) only after receiving the written approval of their parent or legal guardian. The Internet is a very powerful information tool that provides tremendous educational opportunities; however, it also can provide information that is considered inappropriate for a K-12 educational environment. While PCS requires students to adhere to the standards contained in this policy, parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources, including the Internet. PCS supports and respects each family's right to decide whether or not to allow their child access to the Internet and electronic mail. Students and parents must agree to abide by this acceptable use policy before they will be allowed to access PCS technology resources. Failure to use PCS technology resources in an appropriate manner will subject the student to appropriate disciplinary action as prescribed by the Student Code of Conduct. In addition to established punishment under the Student Code of Conduct, a student may also have computer, network, Internet, and electronic mail privileges suspended or revoked.

User Access

PCS employees may also be allowed access to technology resources in conjunction with their job duties and responsibilities. PCS employees may also be asked to supervise students using technology resources. Each employee shall maintain responsibility for the technology resources under his or her supervision and control. Each *User*, including each employee, must agree to abide by this acceptable use policy before accessing any technology resources of PCS. Failure to use PCS technology resources in an appropriate manner as prescribed by Board policy, federal, state, and local law, will subject the *User* to appropriate disciplinary action up to and including termination. In addition, PCS may suspend or terminate access to PCS technology resources at its sole discretion.

School Board Limitation of Liability

PCS makes no warranties of any kind, either expressed or implied, that the functions or the services provided by the school system will be error-free or without defect. The school system will not be responsible for any damage *Users* may suffer, including but not limited to loss of data or interruption of service. The school system is not responsible for the accuracy or quality of information obtained through or stored on the equipment. All communications and information stored on computers owned by the school system shall be considered the property of the school system and may be retrieved, monitored, deleted, destroyed, modified, or used by PCS for any purpose at its sole discretion. PCS will not be responsible for financial obligations or any other damages incurred through the use of its technology resources.

Copyright and Plagiarism

1. Existing copyright law will be followed in using materials accessed through the Internet. Teachers will instruct students to respect copyright and to request permission to use materials when appropriate.
2. Plagiarism is not acceptable. Teachers will instruct students in appropriate research and citation practices.

Acceptable and Unacceptable Use(s)

The following uses of the PCS are considered acceptable:

1. Employees will use the technology resources only for purposes directly related to that person's job duties. Students may only use technology resources for purposes directly related to the student's educational program.
2. *Users* utilizing electronic mail through PCS will check their electronic mail frequently and delete unwanted messages promptly.
3. Employees will only be allowed to subscribe to discussion groups, chat rooms, and/or mail lists that are relevant to their job duties and responsibilities. Students may be allowed to subscribe to discussion groups, chat rooms or mail lists relevant to the student's educational program. Any student asking for subscription to one of these services must submit a written request to the *User's* teacher and receive the school principal's approval.

The following uses of the PCS technology resources are considered unacceptable:

1. Personal Safety
 - a. Student *Users* who have electronic mail established with an organization other than PCS will not access that mail from within PCS.
 - b. Student *Users* will not be allowed to use any external Instant Messaging service (e.g.-AOL)

- c. Users will not post personal contact information about themselves or others anywhere on the Internet except for educational purposes. Personal contact information includes home address, home telephone, school address or telephone number, work address or telephone numbers, e-mail addresses, etc.
 - d. Student *Users* will not agree to meet with someone they have met online without their parent's approval and participation
 - e. Students *Users* will immediately notify teachers, parents, or other school employees if they receive unsolicited e-mail, or e-mail from anyone that threatens, harasses, or makes the *Users* feel uncomfortable in any way.
2. Illegal Activities
- a. *Users* may not use technology resources for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. Purchases made for official purposes must be accomplished through the purchasing methods established by school board policy.
 - b. *Users* will not attempt to gain unauthorized access, (i.e., "hacking") to PCS computers or networks or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal even if for browsing. *Users* may not utilize PCS technology resources to attempt to gain unauthorized access to a computer or network owned by other persons or entities.
 - c. *Users* will not attempt to disrupt computer system performance or destroy data by intentionally spreading computer viruses or by any other means. *Users* will not access any system or configuration file without specific permission from the superintendent or his designee.
 - d. *Users* will not use PCS's computer system to engage in or arrange to engage in illegal acts that could violate federal, state or local law or Board of Education policies and procedures, (i.e., arranging for the purchase of alcohol, drugs, engaging in gang activity, or threatening or harassing another person). Additionally, any action that is associated with a violation of the Student Code of Conduct is considered inappropriate use of the school computer system.
3. Inappropriate Internet Sites
- a. In general, purposely visiting an inappropriate Internet site is the equivalent to bring the same inappropriate material to school in the form of a book, magazine, videotape, audiotape, or other media, and is subject to the same disciplinary actions as listed in the Student Code of Conduct. Any employee or other *User* Who accesses or visits inappropriate sites will be subject to appropriate disciplinary action up to and including termination.
 - b. Inappropriate Internet sites are sites that a reasonable person would conclude are inappropriate for a school environment. Specific examples include:
 - 1) Sites that advocate or give instruction on how to break the law.
 - 2) Sites that provide information or picture(s) that are lewd, obscene, vulgar, rude, inflammatory, threatening, or use profane or disrespectful language.
 - 3) Sites that advocate, in any manner, harm to the student, the school system or other individuals.
4. Inappropriate Language
- a. Restrictions against inappropriate language apply to public messages, private messages, material posted in Web pages, and any media accessed, viewed, created or stored on PCS technology resources.
 - b. *Users* will not use obscene, profane, lewd, vulgar, threatening, or disrespectful language.
 - c. *Users* will not post information that, if acted upon, could cause damage or a danger of disruption.
 - d. *Users* will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - e. *Users* will not harass another person. Harassment is defined as persistently acting in a manner that distress or annoys another person. If a *User* tells another person to stop sending messages to them, he or she must stop.
 - f. *Users* will not post false or defamatory information about a person or organization.

Privacy

- 1. All technology resources of PCS are to be used for educational and job related purposes. Communications and activities conducted by using PCS technology resources are not private, and *Users* do not have any right to privacy when using these resources. School administrators may, and will, at their sole discretion, review communications; activities and data created on, contained on, or accessed through PCS technology resources.
- 2. *Users* are hereby notified that monitoring software will be used that records what sites have been visited and from which computer the sites were accessed or viewed. PCS will utilize said software to monitor its technology resources to ensure compliance with federal, state and local law, PCS policy, and PCS's educational objectives.
- 3. *Users* are hereby notified that filtering software will be utilized to prevent access to inappropriate matter on the Internet and World Wide Web.
- 4. *Users* are hereby notified that all electronic mail will be subject to PCS monitoring and that all messages may be reviewed by appropriate system employees at their discretion for compliance with system policy, federal, state, or local law or PCS educational objectives.
- 5. *Users* will not post private information about another person.

As the Substitute Teacher, my signature indicates I have read or had explained to me and understand this Acceptable Use of Technology Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Substitute Teacher (please print): _____

Substitute Teacher Signature: _____ Date: _____



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States (<i>See instructions</i>)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (<i>See instructions</i>)	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
<div>QR Code - Section 1 Do Not Write In This Space</div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		<div>Additional Information</div> <div>QR Code - Sections 2 & 3 Do Not Write In This Space</div>		
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)		Title of Employer or Authorized Representative Payroll Clerk	
Last Name of Employer or Authorized Representative Wood		First Name of Employer or Authorized Representative Emily		Employer's Business or Organization Name Piedmont City Schools	
Employer's Business or Organization Address (Street Number and Name) 502 Hood St W			City or Town Piedmont		State AL
					ZIP Code 36272

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)		First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

DIRECT DEPOSIT

Employee payroll checks are now being deposited via ACH transfer to ANY checking account at ANY bank or credit union. The transfer is deposited on the last working day of each month. You will receive a direct deposit statement.

To enroll, please complete and return this form to the Central Office.

Attach a voided personal check from your existing account and complete the following:

Names of account holders: _____

Financial Institution: _____

Financial Institution Mailing Address: _____

Financial Institution Phone Number: _____

Account #: _____

Routing Transit #: _____

Please sign below that you provided the above information and that you authorize the direct deposit.

Signature

Date

Attach voided check here

Substitute Pay Statements & W-2 forms will be provided through an Employee Self Service portal.

The directions to register for this service are on the Piedmont City School District Website. <http://www.piedmont.k12.al.us/>

Click on Search then choose Central Office from the menu on the side bar, then Documents. Scroll down to Employee Self Service Instructions.

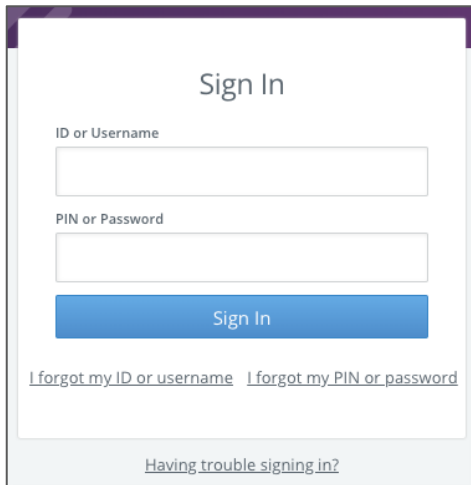
Follow this link to register. <https://ess-piedmontcity.asc.edu/employeeselfservice>

The link is also on the PCSD website under Employee Benefits. You will need your social security number and your employee number provided by PCSD. If you have any problems registering, please feel free to contact me.

Emily Wood
Payroll Clerk/Receptionist
Piedmont City Schools
ewood@pcsboe.us
256-447-8831



Absence Management



Sign In

ID or Username

PIN or Password

Sign In

[I forgot my ID or username](#) [I forgot my PIN or password](#)

[Having trouble signing in?](#)

SIGNING IN

Type aesoponline.com in your web browser's address bar or go to app.frontlineeducation.com if you have a Frontline Account.

The Sign In page will appear. Enter your ID/username and PIN/password and click **Sign In**.

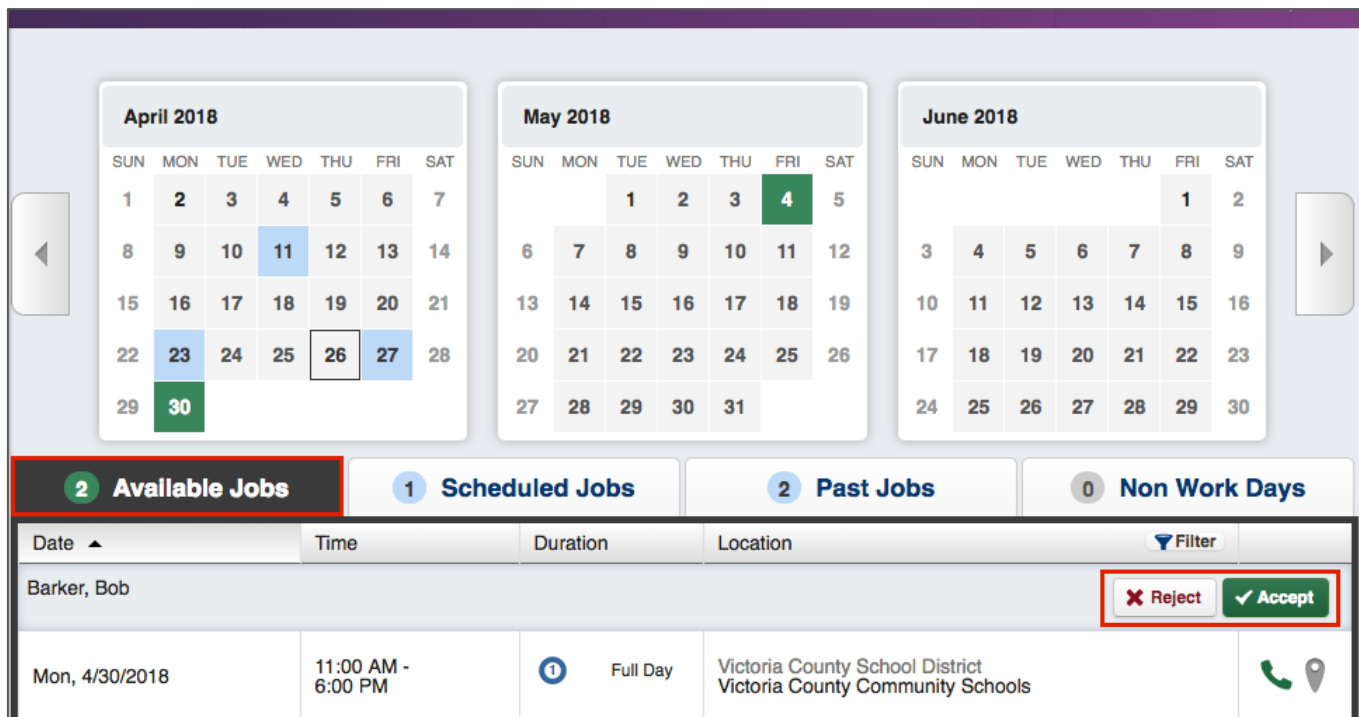
RECOVERING CREDENTIALS

If you cannot recall your credentials, use the recovery options or click the “**Having trouble signing in?**” link for more details.

SEARCHING FOR AVAILABLE JOBS

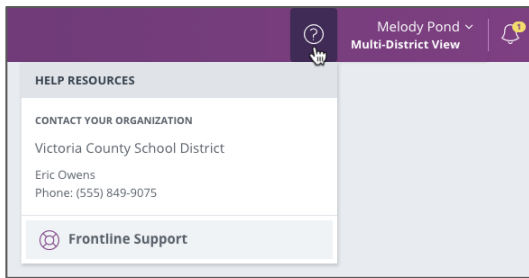
You can review available jobs directly on the homepage. These potential jobs appear in green on the calendar and in list form under the “Available Jobs” tab.

To accept a job, click the **Accept** button beside the absence (or click **Reject** to remove a job from the list).



The screenshot shows the Frontline Education Absence Management interface. At the top, there are three calendar views for April 2018, May 2018, and June 2018. Below the calendars, there are four tabs: **2 Available Jobs** (highlighted), **1 Scheduled Jobs**, **2 Past Jobs**, and **0 Non Work Days**. Below the tabs, there is a table with columns: Date, Time, Duration, Location, and a Filter icon. The table shows one available job for Bob Barker on Monday, 4/30/2018, from 11:00 AM to 6:00 PM, for a Full Day at Victoria County School District and Victoria County Community Schools. To the right of the job entry, there are two buttons: **Reject** (with a red X icon) and **Accept** (with a green checkmark icon).

Date	Time	Duration	Location	Filter
Mon, 4/30/2018	11:00 AM - 6:00 PM	1 Full Day	Victoria County School District Victoria County Community Schools	Reject Accept



GETTING HELP AND TRAINING

If you have questions, want to learn more about a certain feature, or want more information about a specific topic, click **Help Resources** and select **Frontline Support**. This opens a knowledge base of help and training materials.

ACCESSING ABSENCE MANAGEMENT ON THE PHONE

In addition to web-based, system accessibility, you can also find and accept available jobs, manage personal information, change your PIN number, and more, all on the phone.

When You Call into Absence Management

To call, dial **1-800-942-3767**. You'll be prompted to enter your ID number (followed by the # sign), then your PIN number (followed by the # sign).

When calling the Absence Management system, you can:

- Find available jobs – **Press 1**
- Review or cancel upcoming jobs – **Press 2**
- Review or cancel a specific job – **Press 3**
- Review or change your personal information – **Press 4**

When the Absence Management System Calls You

If an available job has not been filled by another substitute two days before the absence is scheduled to start, the system will automatically begin to call substitutes and try to fill the job.

Keep in mind, when the system calls you, it will call about one job at a time, even if you're eligible for other jobs. You can always call in (see "When You Call into Absence Management" section above) to hear a list of all available jobs.

Note: When the system calls, be sure to say a loud and clear "Hello" after answering the call. This will ensure that the system knows you picked up the call.

When you receive a call, you can:

- Listen to available jobs – **Press 1**
- Prevent Absence Management from calling again today – **Press 2**
- Prevent Absence Management from ever calling again – **Press 9**

If you are interested in the available job, **Press 1**. You will be asked to enter your PIN number (followed by the # sign). The Absence Management system will list the job details, and you will have the opportunity to accept or reject the job.



Alabama Applicant Processing Service (AAPS)

Fingerprinting Overview

STEP 1 - REGISTRATION

If you live out of state and cannot travel to Alabama to be fingerprinted [CLICK HERE](#)

Alabama applicants **MUST** be registered online prior to arriving at a fingerprint location

Currently only Alabama State Department of Education (ALSDE) applicants may use AAPS

Option 1 - Online Registration – <https://www.aps.gemalto.com/AL>

- Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicants. Changes to incorrect registration data MAY be corrected online or by telephone prior to fingerprint submission.

Option 2 - Telephone Registration – 866-989-9316

- Gemalto Cogent encourages ALL applicants to register online.
- Applicants are responsible for their own registration. Information incorrectly entered during registration and submitted during fingerprinting CANNOT be corrected and is the responsibility of the applicants. Changes to incorrect registration data MAY be corrected online or by telephone prior to fingerprint submission.

Option 3 - Out-of-State Applicants/Paper Fingerprint Cards

- Out-of-State applicants may submit a completed fingerprint card AND a money order or cashiers check in the amount of \$54.90 made out to Gemalto Cogent. Applicants MUST register ONLINE prior to mailing in fingerprint cards AND must include their REGISTRATION ID. Submit fingerprint cards to:

Gemalto Cogent
ALSDE Cards Scan
639 North Rosemead Boulevard
Pasadena, CA 91107

STEP 2 - PAYMENT

Fingerprint Fee is \$46.90

- Applicants may pay online during registration using a debit or credit card
- No cash, credit card or business checks are accepted at the fingerprint locations.
- Applicants may pay at the fingerprint site with money order or cashier check
 - Payments must be made out to **Gemalto Cogent**
 - Payment amount for ALSDE fingerprinting is \$46.90

STEP 3 - FINGERPRINTING

Visit any Gemalto Cogent fingerprint location in Alabama. See Print Locations & Hours at <https://www.aps.gemalto.com/AL>

Be sure to bring valid identification with you to the print location. See What to Bring at <https://www.aps.gemalto.com/AL>



Applicant Processing Service

COGENT SYSTEMS IDENTITY VERIFICATION PROCEDURES [in PDF](#)**Primary Documents**

Cogent Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.

However, in the absence of a new driver's license applicants may provide one or more **Secondary Documents** including:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Passport
- Social Security Card
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

Secondary Documentation must be supported by at least two of the following:

- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement

SITE INFORMATION

Primary Service Location Address	Busby Printing & Mailing 840 Snow Street Oxford, AL 36203
Hours of Operations	Mon, Tues, Weds and Thurs 9:00AM to 3:00PM Closed Fridays and all Federal holidays Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	256-835-5679 Please see www.aps.gemalto.com/AL for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check.
Web Site	
Directions to your facility	Map it
Additional Information	Groups Call ahead

SITE INFORMATION

Primary Service Location Address	The UPS Store 3330 1414 Golden Springs Rd Anniston, AL 36207
Hours of Operations	Mon, Tue, Thu & Fri 8:30am to 6:00pm Wed 8:30am to 5:30pm Saturday 9:30am to 4:30pm Sunday Closed Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	256-835-8884 Please see www.aps.gemalto.com/AL for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check.
Web Site	
Directions to your facility	Map it Take exit 188 off I-20, go North for approximately 2 miles. Located in the Green Brier Dear Shopping Center along with Winn Dixie.
Additional Information	

SITE INFORMATION

Primary Service Location Address	Cherokee Co. Detention Center 110 Cedar Bluff Rd Centre, AL 35960
Hours of Operations	<p>M – F 8:00A – 5:00P</p> <p>Please call ahead for an appointment 256-927-6435. Walk ins are not accepted. Fingerprinting is conducted in the jail, we ask that applicants coming in for fingerprinting do not bring minors along. Please be advised that we cannot schedule fingerprinting between 11:00am and 1:00pm and 5:00pm and 7:00pm.</p> <p>Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.</p>
Telephone Number (Applicant Use)	256-927-6435 Please see www.aps.gemalto.com/AL for information pertaining to fingerprint processing. Neither Cogent Systems nor this fingerprint site have the means to provide applicants the status of their background check.
Web Site	
Directions to your facility	Map it West Main St in Centre behind the Cherokee Co. Courthouse
Additional Information	