

ROUND VALLEY UNIFIED SCHOOL DISTRICT

DISTRICT OFFICE

Post Office Box 276 • Covelo, California 95428







Telephone: (707) 983-6171 • Fax: (707) 983-8059

Employee Acknowledgement of Forms/Information Received

Forms

*All Forms will be emailed directly to each employee and also posted on the Web site for availability. Please download to your PC/Laptop for your convenience. Please be sure to sign and send back to the District Office (Kwillits@rvusd.us or Bfigueroa@rvusd.us) **or** bring the original with your signature/information completed to the August 13th, Back To School Event.*





Due to the District Office by August 13, 2021

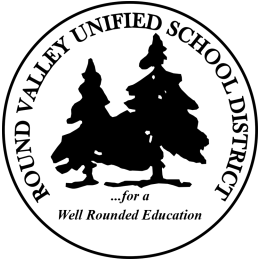
-  Employee Acknowledgment Form
-  CSEA Payroll Election (DNP)
-  Employee Data/Emergency Contact Form
-  Workman's Comp/Provider Designation Form
-  Mandated Reporter Form
-  *Original Signed Contract (Please stop by the office or contact Barbara Figueroa @ Bfigueroa@rvusd.us)

Information

*All information will be emailed directly to each employee and also posted on the Web site for availability. Please download to your PC/Laptop for your convenience. Please be sure to sign and/or complete, and send back to the District Office, **when stated**, via Kwillits@rvusd.us or Bfigueroa@rvusd.us **or** bring the original with your signature/information completed to the office at your earliest convenience.*

Due to the District Office by August 31, 2021

-  Health Insurance Increase (4 files)
-  Open Enrollment Health & Welfare
-  Leave Doc Process
-  Overtime Prior Approval (Classified)



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 AUP


District Computer System Employee Use Policy


 Purchase Order Process

 Board Policies Regarding Reimbursements & Updated Form

 Board Policies Regarding Requisitions & Updated Form


 Keenan Safeschools Training

 SCLS Mask Requirement

 Personnel Handbook

 Bargaining Unit Agreement

 *Sick Leave Balance – *will be acknowledged individually for confidentiality.*

 *Work & School Calendars (3) 10mo. Employee, 11mo. employee & School year. Please be sure to know your work schedule.

I, _____, have received/read the afore

Print name here

mentioned information listed above.

Employee Signature

Date

-Thank you!