

# MADEIRA CITY SCHOOLS

7465 Loannes Drive • Cincinnati, OH 45243  
(513) 985-6070

Dear Red Letter Day Employee: Welcome to Madeira City Schools!

Thank you for your interest and agreement to become a member of the Madeira City Schools staff.

In order to begin working for Madeira City Schools you must visit our website, download the necessary paperwork, and return to Melody Gregory in the board office as soon as possible. **Submitting your paperwork late will result in your compensation being delayed.**

Please visit our website: [www.madeiracityschools.org](http://www.madeiracityschools.org)

Choose: Employment, then Employee Resources

Scroll down and search for "Red Letter Day Staff"

Print all forms, complete, and return to Melody Gregory in the board office.

**\*\*Please be sure to complete ALL required paperwork, otherwise your compensation will be delayed until ALL paperwork has been received.**

Below you will find a check list of the information you need to submit as soon as possible:

- ❖ Federal Tax Form
- ❖ State Tax Form
- ❖ Direct Deposit Form - *All NEW Madeira Employees are required to participate in direct deposit and email notification. If you fail to return your direct deposit form along with an email address, your compensation will be delayed until such paperwork has been submitted.*
- ❖ Fingerprinting - directions for both Certified and Non-Certified are available. If fingerprints are not processed, your application for employment may be terminated.
- ❖ SERS retirement enrollment form. Be sure to complete both sides of the form.
- ❖ Race & contact form. We are required by the Ohio Department of Education (EMIS Reporting) to enter an employee's race when entering new employee information.
- ❖ I-9 Form - you are required to submit in person two forms of identification. Typically, you can submit your driver's license and social security card. If one or both are not available, please view the list of acceptable documents.

**\*\*You will receive a supplemental contract for your Red Letter Day position. You will be sent two copies. Please sign and return one to Melody Gregory. A signed contract must be on file in order to disburse your compensation.**

**\*\*Anyone employed by the Madeira City School District must have SERS or STRS retirement deducted from their gross wages. Madeira City School District does not contribute to FICA/Social Security. All employees who cease working for Madeira City Schools may submit an application to SERS or STRS for a refund of their contributions.**