

MADEIRA CITY SCHOOLS

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

Dear Coach: Welcome to Madeira City Schools!

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

In order to begin coaching for Madeira City Schools you must visit our website, download the necessary paperwork, and return to Melody Gregory in the board office within 10 days of verbal employment.

****NOTE: YOU MUST MAKE AN APPOINTMENT WITH MELODY GREGORY TO SUBMIT YOUR PAPERWORK. PLEASE DO NOT DROP OFF YOUR PAPERWORK! AN APPOINTMENT MUST BE MADE TO ENSURE THAT ALL NECESSARY PAYROLL PAPERWORK HAS BEEN COMPLETED ACCURATELY. DROPPING OFF INCOMPLETE PAPERWORK WILL DELAY YOUR COMPENSATION!! CALL MELODY @ 924-3701 TO MAKE YOUR APPOINTMENT.**

Please visit our website: www.madeiracityschools.org

Choose: Employment, then Employee Resources

Scroll down and search for "Coaches/Supplemental Staff"

Print all forms, complete ALL forms. Call Melody @ 924-3701 to make your appointment to submit your paperwork.

Below you will find a check list of the information you need to submit within 10 days of verbal employment:

_____ Fingerprinting - directions for both Certified and Non-Certified are available. If fingerprints are not processed, your application for employment may be terminated.

_____ Federal Tax Form

_____ State Tax Form

_____ SERS or STRS retirement enrollment form. Certified Teachers actively working in a teaching position should complete the STRS form. All others should complete the SERS form. ALL coaches are required to either contribute to SERS or STRS.

_____ 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.*

_____ 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.

_____ Once you have been approved on the board agenda, you will receive a supplemental contract. In order to be paid at the end of your assignment, your signed contract **MUST** be returned to Melody Gregory. Failure to submit your signed contract will delay your compensation.

_____ I-9 Form with 2 forms of identification.

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- Ohio Dept of Public Safety Form
- Drug Free Form
- Hepatitis Information
- Hepatitis Waiver Form if you decline vaccine

****** 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.