



NEW EMPLOYEE CHECKLIST

SCHOOL NAME: _____

- | | | | | |
|---|------------------------------|--------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Instruct (Teacher) | <input type="checkbox"/> EA | <input type="checkbox"/> Admin | <input type="checkbox"/> TOC | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> After School Care | <input type="checkbox"/> SEA | <input type="checkbox"/> Pre-K | <input type="checkbox"/> Other _____ | |

EMPLOYEE NAME: _____ **Cell #** _____

PERSONAL EMAIL ADDRESS: _____

- Contract has been requested from CISPG
- CRC/PRC has been submitted for review N/A reason _____
- Copy of Schedule 1 filed in Teams – *for Support Staff positions only*
File MUST be in Teams prior to first day worked.

BENEFITS: There is a minimum 20-hour work-week requirement to participate in Group Benefit Plan. If employee does not work a minimum of 20 hr/wk disregard Benefit forms indicated on the checklist.

Benefit Class 1: Employee must be full/part time employee (min 20 hrs/wk or .5 FTE) with a continuing contract OR has had a consecutive 12-month contract (i.e. contract Sep-June)

Benefit Class 2: Employee has 1-year contract, with no intention of rehire

Benefit Class 100: Participation is for the Registered Pension Plan (RPP) only. This benefit class is for **permanent part-time employees** working less than 20 hours/week. The employee must work for the same employer for two consecutive years and earning not less than 35% of the Years Maximum Pensionable Earnings (YMPE) – dollar amount set by Revenue Canada - [PENSION ELIGIBILITY.pdf](#)

Please ensure employee has completed the required payroll and benefit forms and check off that they have been included here. Forms are available on our website www.cispg.ca under Staff-New Staff & Payroll section.

- TD1 TD1BC
- RCEC Direct Deposit Payroll Agreement and Banking Information

Benefit Class, check class that applies: Class 1 Class 2 Class 100

See above for clarification

- CISVA Application for Group Benefits Not Eligible Proof of spousal coverage (D & EH only)
- CISVA Application for Membership in Registered Pension Plan

Ensure ALL required documentation is completed and filed in Teams. Submit this form to payroll@cispg.ca BEFORE employee's first day of work.