



Helping Hand Developmental Center

Employment Packet

Revised 8/21/20

Employee Paperwork Checklist

Welcome to Helping Hand Developmental Center. Before your first day of work the following paperwork must be completed. Once you have finished all required paperwork please return it to the office manager.

	Application – <i>must be completed before employment</i>
	W-4 – <i>must be completed before employment</i>
	NC-4 – <i>must be completed before employment</i>
	Employee Eligibility Verification (I-9) - <i>Please bring original IDs on first day of employment</i>
	North Carolina New Hire Reporting Form – <i>must be completed before employment</i>
	Confidentiality Agreement – <i>must be completed before employment</i>
	HIPPA Overview & Agreement – <i>must be completed before employment</i>
XXX	HIPPA Notice of Private Practices - <i>for your information - do not return to HH</i>
	Emergency Information - Staff – <i>must be completed before employment</i>
	Staff Health Assessment Medical Report – <i>must be completed before employment</i>
	Tuberculin (TB) Test – <i>must be completed before employment</i>
XXX	Criminal Background Check & Finger Printing Info - <i>for your information - do not return to HH</i>
	Notice of Background Check Complete - <i>obtained from State - – must be completed before employment</i>
	Return copy of receipts for background check & fingerprinting for reimbursement
XXX	NCID Instructions- <i>for your information - do not return to HH</i>
XXX	DCDEE Works Registration - <i>for your information - do not return to HH</i>
	Blue Cross & Blue Shield Enrollment Form – Health – <i>Blue Options PPO - Optional see Office Manager for pricing</i>
	Blue Cross & Blue Shield Enrollment Form - Vision – <i>Blue 20/20 - Mandatory HH pays 100%</i>
	Ameritas Insurance Enrollment Form - Dental - <i>Mandatory HH pays 100%</i>
	Standard Insurance Company Enrollment Form – Disability - <i>Mandatory HH pays 100%</i>
	2 letters of reference

Please notify office manager when any of the above information needs to be updated (address, marriage status, telephone numbers...).

Full Time Employee Benefits

All Helping Hand Developmental Center full time employees may participate in our health plan (currently administered by Blue Cross & Blue Shield of NC). The employee is responsible for 30% of the monthly premium. Helping Hand pays the remainder of the premium for employee only. Employees may elect to add their spouse or immediate family to their plan at their own expense. Employees are eligible on the 1st day of the month following 30 days of work. Employee premiums will be deducted from payroll.

All Employees are hired on a 10 month basis and may choose to work for additional 2 months (Summer program) (if needed). Employees are responsible for Summer Insurance premiums if not working. Premiums can be paid in advance to Helping Hand or employee may choose to cancel and reapply for insurance. Please note – Insurance cannot be restated until October 1st (1st day of the month following 30 days). Employees in good standing wanting to return to Helping Hand after summer break can request a portion of their summer premiums be deducted throughout the preceding year. See Office Manager for details and pricing.

All full time employees are provided dental insurance administered by Ameritas, vision insurance administered by BCBS of NC and Short Term Disability administered by The Standard. Helping Hand pays 100% of these premiums. Employees are eligible 30 days after first day of work for dental and disability and 1st day of the month following 30 days of work for vision.

All benefits are subject to change. Please see office manager or director for current explanation of benefits.

Annual Paperwork Requirements

The following documents will need to be updated annually. No action on your behalf required at this time.

Years:									
HIPPA / Confidentiality Agreement									
Staff Health Assessment Medical Report									
Emergency Information - Staff									
Evaluation									
Staff Development Plan									
Renewal Credit Hours									
First Aid									
CPR									