



## OFFICE OF HUMAN RESOURCES

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## BOARD OF EDUCATION

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November 19, 2012

To all Nebo School District substitute teachers:

Nebo School District has partnered with Kelly Educational Staffing® to coordinate and manage all aspects of their substitute teacher program. **Beginning January 14, 2013, all substitute teacher needs for Nebo School District will be filled by Kelly Educational Staffing (KES).** KES will be the central point of contact for assignment information and communication among all substitute teachers and school district personnel. **In order for you to continue substitute teaching for Nebo School District, you must be a KES employee.**

Kelly Educational Staffing will conduct meetings to discuss the many benefits you will enjoy by transferring your employment to them. This includes access to group medical insurance plans, training opportunities, weekly paychecks, direct deposit, a bonus plan, a 401(k) retirement program, and summer employment opportunities. During this meeting, Kelly will answer any questions you may have, go over their hiring process, and administer/collect any applicable paperwork. You need only attend one of the meetings listed below. Once you have decided on a date and time, visit the KES website at <http://kesutah.appone.com> or call the Kelly Automated Pre-Qualification System (KAPS) at 888-277-4024 to register for your meeting time. Once you've registered, you will receive an online application and other Kelly new-hire documents via your email address. Because of limited space, you will not be admitted to a meeting for which you did not register.

**Again, to continue working as a substitute teacher for Nebo School District, it is mandatory to complete the KES application and hiring paperwork. Please email all application and employment forms to [5936@kellyservices.com](mailto:5936@kellyservices.com) or print and bring them with you to your scheduled transition meeting. Failure to complete all required paperwork will result in having to reschedule your transition meeting time. Meeting length is approximately 2 hours.**

**Please note:** If you are already registered with KES or have worked with KES in the past and are eligible for rehire, please send an email to [5936@kellyservices.com](mailto:5936@kellyservices.com) to express your interest in continuing to work with Nebo School District. You will not be required to attend a transition meeting.

**All transition meetings will take place at the Nebo School District Boardroom located at 350 S Main, Spanish Fork, UT, 84660.**

**You must attend one of these meetings to be able to substitute teach in Nebo School District beginning January 14, 2013!**

	<b>Time</b>
Monday, December 3, 2012	10 AM to 12 PM
Tuesday, December 4, 2012	3:30 PM to 5:30 PM
Wednesday, December 5, 2012	3:30 PM to 5:30 PM
Wednesday, December 12, 2012	9 AM to 11 AM
Thursday, December 13, 2012	3:30 PM to 5:30 PM

**All transition meetings will take place at the Nebo School District Boardroom located at 350 S Main, Spanish Fork, UT.**

Please bring the following to your transition meeting:

- Proof of your eligibility to work in the United States. THESE MUST BE ORIGINAL DOCUMENTS - NO PHOTOCOPIES. A list of acceptable documents is included with this letter. FAILURE TO BRING **ALL REQUIRED DOCUMENTS** WILL RESULT IN RESCHEDLING YOUR MEETING.
- To set up the direct deposit of your paycheck, bring a voided check (no deposit slips please) for a checking account or a bank-issued direct deposit authorization document which includes your account and routing numbers for either your checking or savings account.
- Copy of your completed online application and any other employment forms provided to you via email.

**All employment transitions must be completed by December 14, 2012.**

We hope that you enjoy the many benefits and opportunities Kelly Educational Staffing will provide you. Thank you for your hard work, your commitment to Nebo school District and your continued cooperation. We are excited about our partnership with Kelly Educational Staffing and look forward to working with both them and you!

Best Regards,

Ann Anderson  
Human Resources, Director

Sandra Jarvis  
Human Resources, Coordinator

Allen Gurney  
Human Resources, Specialist

# ACCEPTABLE DOCUMENTS FOR COMPLETING FORM I-9

Below are the lists of legally acceptable documents. All documents must be unexpired. An employee must present either:

- One item from List A, **or**
- One item from List B **and** one item from List C.

<b>LISTS OF ACCEPTABLE DOCUMENTS</b>		
<b>All documents must be unexpired</b>		
<b>LIST A</b> Documents that Establish Both Identity and Employment Authorization	<b>LIST B</b> <b>List B Documents must have a photo per DHS for E-Verify</b>	<b>LIST C</b> Documents that Establish Employment Authorization
<b>OR</b>		<b>AND</b>
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
* 5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
	<b>For persons under age 18 who are unable to present a document listed above:</b>	
* 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**