

**Acknowledgement of Receipt Signature
Form**



Okeechobee County School District
700 SW 2nd Avenue
Okeechobee, FL 34975

According to Article VIII, Section A, 2015/2017 Teachers Union Contract or Article VIII Section B, 2015/2017 Union Contract, employees shall receive a copy of the Union Contract and any addenda, an explanation of salary data and benefits and the job description related to their position.

I acknowledge receipt of the following:

- Union Contract
- Job Description
- Experience Verification Form
- FMLA Rights and Responsibilities

Furthermore, every school district employee is bound to comply with all School Board policies as a condition of their employment. The School Board policies can be accessed at <http://okee.k12.fl.us/>. All employees are encouraged to be familiar with those that are applicable to their responsibilities.

In compliance with Florida Statute 119.071(5), this document serves to notify you of the purpose for the collection of your social security number. The Okeechobee County School Board will collect and use your social security number only if specifically authorized by law to do so or when it is imperative for the performance of its duties and responsibilities as prescribed by law. An applicant, employee, vendor, or volunteer's social security number may be required for:

- Employment Application
- Criminal History Check (FDLE, FBI and local law enforcement agencies)
- Department of Homeland Security Federal I-9 form
- Federal W4, W2, 1099 and other IRS documents
- Federal Social Security taxes (FICA)
- Unemployment reports (Florida Department of Revenue)
- Florida Retirement System (FRS) documents and reports
- Workers Compensation documents and reports
- Direct Deposit documents
- Authorizations and other documents for optional retirement programs such as 403(b)
- Documents and reports related to Group benefits such as health, dental and life insurance
- Documents and reports related to supplemental deductions
- Documents and reports for the Florida Department of Education Bureau of Educator Certification, Florida Department of Education Bureau of Professional Practices and other FL-DOE departments as required
- Documents and reports for the Florida Department of Children and Families, Florida Department of Labor, Florida Department of Revenue and other local, state and federal agencies as required
- Other purposes specifically required or authorized by local, state or federal law

Instructional Employees: An official transcript is required.

Classified Employees: Two years of college credit (60 semester hours) may count as 1 step on the salary schedule. Transcripts must be turned in to the Human Resources Department within 90 days of hire or when degree is received.

Printed Name

Signature

Date