

***The contract/temp staff position is a temporary/variable hour position with CMCSS, and contract/temp staff are not eligible for CMCSS benefits.***

### **TO PROCESS CONTRACT/TEMP STAFF:**

- 1) **Personal Data Form** – If address or phone number should change, you are required to change it at your work location and in HR for your personnel file.
- 2) The current hourly pay for \_\_\_\_\_ is \$\_\_\_\_\_ an hour with **no benefits.**
- 3) **W-4** must be completed for payroll. Signature and today's date is also required.
- 4) **I-9** form must be completed (SECTION 1 only). Proper identification for proof of identity and employment eligibility. **E-VERIFY website for Initial Verification** \_\_\_\_\_
- 5) **Fingerprint/Background Investigation** – Cleared on \_\_\_\_\_.
- 6) Employee Health Certification (HUM-F060). **You are not eligible to use the Onsite Employee Health and Wellness Clinic services.**
- 7) **Continuous Improvement** ISO 21001.
- 8) **Employee Handbook** (HUM-M001) is on our website at [www.cmcss.net](http://www.cmcss.net).
- 9) **DCS** check off sheet, (HUM-F055) mandatory of all new employees as of 07/01/07.
- 10) **CMCSS Equipment/Uniform Loan Agreement** (BUS-F012).

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**Signature of Employee**

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**Date**