

LEEWARD COMMUNITY COLLEGE
HUMAN RESOURCES OFFICE
LECTURER - NEW HIRE
(1 - 7 CREDITS)

- [] Photocopy Of Social Security Card
- [] [Personnel Record](#)
- [] [Federal Tax Form](#) (W-4)
- [] [State Tax Form](#) (HW-4)
- [] [Work Schedule Disclosure Form](#)
- [] [Social Security Statement](#)
- [] [Employment Eligibility Verification](#) (I-9)
- [] [Salary Assignment/Cancellation Form \(D-60\)](#) AND INSTRUCTIONS
- [] [Act 179 Acknowledgement Form](#) (UH 109)
- [] [Disclosure of the Employment of Relatives \(if applicable\)](#)
- [] [ERS-209, Certification of Compliance with Requirements for Employment of a Retirant](#)
(if ERS retiree)
- [] [Employee Identification Card Application](#)
- [] [Employee Self-Identification](#)
- [] [Employee's Designation Of Beneficiary \(D-90\)](#) (MUST BE TYPED, PRINTED ON YELLOW PAPER
FRONT & BACK)

- [] [General Confidentiality Notice](#)
- [] [Hawaii College Savings Program \(may enroll at anytime\)](#)
- [] [Initial Lecturer Step Placement Form](#)
- [] [Invitation To Self-Identify Disability Or Veterans Status](#)
- [] [PTS Deferred Compensation Booklet](#)
- [] [PTS Deferred Compensation Application](#)
- [] [Conflicts Of Interest Disclosure Form](#)
- [] [Part-Time & Temporary Medical & Drug Plans Acknowledgment](#)
- [] [Equal Employment/Affirmative Action Letter](#)
- [] [Notice To Lecturers](#)
- [] [TB Clearance Notice](#)
- [] [Affordable Care Act Notice](#)
- [] [Campus Safety And Security](#)
- [] [Sexual Harassment, Sexual Assault Policy](#) (EP 1.204)
- [] [Workplace Non-Violence Policy](#) (EP 9.210)
- [] [Employee Assistance Program](#)
- [] [Family And Medical Leave Act](#)
- [] [Official Notice to Employees Regarding Drug-Free Workplace Policies](#)
- [] [Policy On Consensual Relationship](#) (EP 1.203)
- [] [Nondiscrimination and Affirmative Action Policy](#) (EP 1.202)
- [] [Tax-Deferred Annuity](#)
- [] [Title IX Resources Guide](#)
- [] [Title IX Training](#)
- [] [State Ethics Guidelines](#)
- [] [Pay Transparency Notice](#)