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St. Petersburg, Fl. 33702
727-578-0999 Office
727-578-0995 Fax

Thank you for applying with The Education Team! We are pleased to meet with you and look forward to making you a part of our team. Here are a few things that you will need to know:

Pay periods-

Pay periods are set on a bi-weekly schedule, payable on Fridays. The first paycheck you receive will be for the two weeks prior. If you are permanently placed, the check will be sent to the center where you are working. If you are a substitute, the check will be mailed to your home. If other arrangements need to be made, please contact the office to make them. It is very important your address is always current on file for this reason.

Attendance-

If you are unable to be on time or work a scheduled shift, you are responsible to call The Education Team as well as the center where you are scheduled to work. This is very important to maintain communication with all parties involved.

Time sheets-

Always keep a blank time sheet with you, when you are going to centers. Fill out your time sheet daily, it is very easy to forget through out our busy week. Time sheets are to be signed on Fridays and given to the Director. The Director will then sign it and fax it to us.

Direct Deposit-

This process may take up to one month to go into effect. The first pay check you receive is a test run for the banking system and the second check should be a direct deposit.

Insurance, benefits, and vacation time-

If you are a full time employee, working 37 hours a week or more, you will be eligible for health insurance available through our payroll company (MBA). This information will be mailed to you directly. Benefits will be eligible after 90 days of employment. Vacation time is available after one year of employment for full time employees.

Placement-

Our staff will be working with the different centers in your area to find you a position that is best suited for your needs as well as the schools. If you have any questions, feel free to call us at any time. We will be certain to communicate any possible positions that may be come available to you.

Finger print processing-

Finger prints need to be processed immediately upon hiring. The fee will be deducted from your paycheck. The paperwork for this was signed in the new hire packet.

Thank you,
The Education Team

