

## Information and forms for SWS employees only....

This site is intended to provide information specific to SWS employees. It is not intended to duplicate information relevant to all UMS employees or found elsewhere on the HR website. If you would like to request the posting of additional information, please contact Kitty Armstrong at 973-3369.

### POLICIES AND PROCEDURES:

- [16 Central Street Policies and Procedures](#)
- [Background Check Policy](#)
- [Search and Hiring Procedures for the University of Maine System Office](#), including information about, and links to, the following:
  - Position Authorization Form - *initiated by the hiring department to start a search*
  - Search and Hiring Checklist - *specifically for the hiring department/search committee*
  - New Employee Checklist - *making sure our new employee feels welcomed*
  - Application Forms - *University of Maine System Employment Applications*
  - Summary of Benefits
  - BOT Conflict of Interest Policy
  - APL on Moving Expenses

### INFORMATION:

- Reporting worker's comp injuries **(COMING SOON)**
- Supervisor Development Institute (SDI) for System Office Supervisors. The SDI program includes workshops, self-directed learning and ongoing reinforcement activities. Don't miss this chance to participate in the program.
  - [Master Schedule](#) for SDI modules at all universities
  - [2008 Schedule for SWS SDI modules](#)

### FORMS:

- [Employee Separation Report](#)
- [FMLA Intermittent Reporting](#)
- [Mutual Agreement for Temporary Reduction of Hours](#)