



Congratulations!

I hope this letter finds you mutually excited about joining the Legacy Empowerment Services team as we are to have you!

As a result of the mission statement and philosophy, Legacy Empowerment Services seeks to hire individuals that are committed to providing the highest quality services to individuals of all ability levels. Staff is expected to approach problems with creativity and outside-the-box thinking; handle others with patience, understanding, and respect; and maintain a cohesive, team-oriented work environment. All employees must share in Legacy's person-first philosophy.

Please make sure you are responsive with emails. Periodically, you will receive emails and or calls from us sharing information such as policy updates, payroll information, meetings, fun events, and required trainings. We have an open-door policy with all staff and are accessible via email, phone calls/text, or meetings.

For all payroll, absences or HR specific questions please contact:

Anthony Perez
anthony.perez@legacynj.org
732-523-0769 ext.701

For all training and professional development related questions please contact:

Monica Maniscalco
Director of Education
monica.maniscalco@legacynj.org
732-523-0769 ext.708

For all emergencies or general questions please contact:

Dana White
Executive Director
dana.white@legacynj.org
732-523-0769 ext. 702

Best Regards,
Legacy Executive Team
Anthony, Monica, and Dana

Letter from CEO

Welcome aboard! I am pleased to have you working with us. I hope that you will find your work to be rewarding, challenging, and meaningful.

At Legacy we don't focus on problems-only solutions. We strive to focus on our clients potential and maintain a professional and positive outlook at all times. We are committed to providing our clients with quality services and to serve the most individuals we can. Please feel free to let us know if you have any ideas to improve the efficiency and services we provide.

I will expect your best each day. I'm looking forward to seeing you grow and develop into an outstanding employee that will uphold our company's mission and values. The keys to your success will be in exhibiting our 5 company core values:

1. Committed-We do what we say we're going to do.
2. Collaborative-We work as a team.
3. Client Focused-We put our clients first.
4. Competitive-We only hire the best and think outside the box to help our clients.
5. Caring-We have empathy and respect for one another, our clients, and the communities we serve.

I trust that you are up for the task. Your supervisors are here to support you every step of the way. If you have any questions or concerns you can email me directly at mayra.martinez@legacynj.org or 732-523-0769 ext. 700. My "door" is always open.

Sincerely,

Mayra Martinez
Legacy Empowerment Services
Chief Executive Officer

Welcome Packet

Prior to starting employment, please review all policies and complete forms. We are here to assist you with your employment success with Legacy Empowerment Services.

Forms Included

- New Employee Worksheet
- Form W-4
- Form I-9*
- Background Check Authorization
- Fingerprint Memo
- Appendix A-Permission for Background Check and Release of Information
- Central Registry Consent Form
- Non-Solicitation/Non-Disclosure Agreement
- Stephen Komminos Law
- COVID -19 Safety Policies and Procedures
- Legacy's Employee Training and Development Policy
- Attendance and Reporting Policy
- Cell Phone Policy
- Corrective Action Plan Acknowledgement
- Agreement to Borrow Equipment (optional)
- Employee Information Sheet (direct deposit)

Return forms with the following documentation:

- Form I-9 should include documents that establish identity and employment authorization
- UEID number can be found on receipt upon completion of fingerprinting
- Relevant licenses, certifications, or proof of enrollment

Return paperwork to:

Anthony Perez

Email: anthony.perez@legacynj.org

or

Fax: 848-228-3148