

New Employee Checklist Form

Section I: Checklist of Relevant Policies and Procedures

The following items and/or documents listed below are to be reviewed with all new employees during the first three (3) days of employment with the City. Provide a copy of all policies discussed and of all signed documents at the time of review. Retain copies of signed documents in the employee’s personnel file.

I. General Information

- Welcome/Introduction to Agency Staff
- Agency Tour – Schedule date/time
- Work Hours
- Building/Work Location Rules & Regulations
- Employment Eligibility Verification Form (I-9) – within 3 days
- W-4 forms
- Dress Code
- Emergency Contact Information Form
- Secondary Employment with the City
- Benefits
- Leave Policies
- Leave Request and Postings
- Cancer Screening & Permission Leave
- Mandatory Sign-Off Forms for equipment (i.e., cell phone, laptop, etc.)
- City-Issued Property (i.e., ID, keys, computers, etc.)
- Required Training (i.e., HRIS, CitiBuy, e-Time, driving, etc.)
- Ethics Obligations (as applicable)
 - File entry financial disclosure statement within 30 days;
 - Attend ethics training course and file a conflicts affidavit within 6 months
- Health Insurance Exchange Notice
- Voicemail
- Keycard/Key Sign-Off Sheet
- Expenditure Protocols
- Payroll Information
 - FLSA Exempt v. Non-Exempt Status
- Confidentiality Statement (HIPAA, if applicable)
- Notification of New Employee Orientation
- City Photo ID
- Union Membership
- Overview of the Administrative Manual, Personnel Manual, and Civil Service Rules
- Probationary Employee Status (if applicable)
- Safety Requirements/Recommendations
- Essential or Non-Essential Status
- Parking (if applicable)
- Receipt of Strike Information

II. POLICIES

- Attendance Standards
- Sexual Harassment
- Electronic Communications
- Workplace Violence
- Business Continuity
- Seat Belt
- Substance Abuse
- Arrest
- Overtime/Comp Time
- Cell Phone
- Telework
- Agency-Specific Policies



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Inclement Weather

Section II: Acknowledgement of Policies and Procedures

I acknowledge that I have received the policies and procedures listed above in *Section I* and signed all relevant documents. I also acknowledge that I have been provided a copy of the policies and procedures, as well as a signed copy of all documents.

Employee's Name

Date

Employee's Signature

Date

Agency HR Practitioner's Name

Date

Agency HR Practitioner's Signature

Date