

I. PURPOSE

To provide enrollment information for new employees.

II. POLICY

New employee enrollment will be conducted at the onset of employment to help familiarize new employees with certain Agency rules and policies and to provide a time for new hire form completion.

III. PROCEDURE

- A. Information and material will be furnished to the new employee to further acquaint the individual with the Agency's various benefits, policies and procedures.
- B. The forms completed at the orientation may include:
- a personnel status form stating date of hire, title, status, and beginning salary;
  - enrollment papers for all benefits programs;
  - an emergency contact form stating the name and telephone number of persons or doctor to be contacted in an emergency or illness which occurs at the work site;
  - building access and employee parking, see Policy No. 282;
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New Employee Enrollment, Continued

- final paycheck and beneficiary designation forms;
  - Immigration Reform and Employment forms; and
  - any other forms or information required.
- C. Managers are encouraged to continue specific departmental orientations with all new employees, and are required to orient the employee to departmental safety practices. A new employee should receive a tour of the facility, including the location of fire exits and fire extinguishers. Every effort will be made to make the employee comfortable in their new environment, with the hope that this same attitude will be shown to fellow employees, visitors and new employees.
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