

NEW HIRE AND REHIRE ORIENTATION CHECKLIST

NAME _____

HIRE DATE _____

HIRING MANAGER:

Should Be Done Seven Days Prior To Start Date, If Applicable For New Employee

Note: Each Space Must Be Filled In With a Checkmark or N/A

- _____ New hire offer letter or communication to employee
- _____ Submit I-track to IT for computer and IT needs (email, voice mail, Rep Connect, Evolution)
- _____ Notify Debbie in Vista (ext. 106) if a cell phone and business cards are needed
- _____ Email Vickie Spurlock in Vista (vspurlock@altmanplants.com) to update all applicable email distribution lists
- _____ Notify Enola in Vista (ext. 104) if a company credit card is needed
- _____ Company Credit Card Form and Agreement (If Applicable—Coordinate Through A.P. in Vista)
- _____ Notify HR of hire date and schedule H.R. On Boarding
- _____ Prepare company introduction email

REQUIRED FORMS FOR ALL NEW HIRES AND REHIRES:

These forms are required to be completed by the Hiring Manager / RSM, Office Manager or H. R. in Vista

Note: Each Space Must Be Filled In With a Checkmark or N/A

- _____ Personnel Action Form (PA)
- _____ Completed Employment Application or Resume from Employee (All Positions)
- _____ I-9 Form (Must not be expired form and must be completed within first three days of hire)
- _____ I-9 Employer Affirmation Form (COLORADO ONLY, must not be expired)
- _____ W-4 Form (Current Year)
- _____ California Tax Withholding Form (CALIFORNIA ONLY AND OPTIONAL)
- _____ Arizona Employee A-4 Form (ARIZONA ONLY)
- _____ Employee Direct Deposit Authorization form (Optional for employee)
- _____ Emergency Contact Information form
- _____ Voluntary Self-Identification Form (Applicable to all sites)

THE FOLLOWING ARE REQUIRED POLICY FORMS FOR ALL NEW HIRES AND REHIRES:

(All hiring representatives are required to explain these policies to all new hires)

Note: Each Space Must Be Initialed by Company Representative and Employee as acknowledgement of policies

- _____ Employee Handbook Acknowledgement Sign-off Form (Revised 8/3/15 California)
- _____ Conflict of Interest Policy Sign-off Form
- _____ Zero Tolerance: Sexual Harassment Policy Sign-off Form
- _____ Meals and Breaks Sign-off Form (Applicable to Non-Exempt California Employees)**
- _____ Off the Clock Work Sign-off Form (Applicable to Non-Exempt California Employees)**
- _____ Meal Period Waiver (Applicable to Non-Exempt California Employees)**
- _____ Standing Meal Period Waiver (Applicable to Non-Exempt California Employees)**
- _____ No Over-Time Provision Sign-off Form (COLORADO AND TEXAS ONLY)
- _____ Employee Safety Orientation Sign-off Checklist
- _____ Travelers Group MPN Sign-off Form (Applicable to California Employees)
- _____ TEXAS Employee Only- Worker's Compensation HCN Employee Acknowledgment Form
- _____ TEXAS Employer – Employee Training Verification Form (Applicable to TEXAS Employees Only)
- _____ Worker's Comp Memorandum Sign-off Form
- _____ Safety and Maintenance Equipment Sign-off Form (Added 9/29/15)
- _____ Heat Illness Precaution Sign-off Form (Revised 9/29/15)
- _____ Wage and Employment Notice REV. 1/15– LC 2810.5 (Applicable to Non-Exempt California Employees)**
- _____ ** (Must provide signed copy for Employee, available in SPN or ENG & keep signed original for Employer)
- _____ Arbitration Agreement Form
- _____ 401K Employee Participation Acknowledgement Form
- _____ Timekeeping/M meal/Rest Break Policies Memo Form

THE FOLLOWING ARE REQUIRED POLICY FORMS FOR ALL NEW HIRES AND REHIRES:

(All hiring representatives are required to explain these policies to all new hires)

- ____ California Paid Sick Leave Policy Form
____ New Employee Orientation/Video (*Production Only*)

NEW HIRE AND REHIRE ORIENTATION CHECKLIST

ADDITIONAL POLICY FORMS APPLY TO SALES REPS / MERCHANDISERS AND ALL DRIVERS:

ADDITIONAL POLICY FORMS FOR DRIVERS:

Note: Each Space Must Be Initialed by Company Representative and Employee as acknowledgement of policies

- ____ Copy of Driver's License (*All Drivers*)
____ Footwear Policy (*Drivers Class A and C Only*)
____ Cell Phone Usage Policy (*All Drivers*)
____ No Smoking Permitted in Company Vehicles Policy (*All Drivers*)

REQUIRED FOR ALL SALES REPS / MERCHANDISERS:

Note: Each Space Must Be Filled In With a Checkmark or N/A

- ____ Copy of Current Driving Record (*DMV print out REQUIRED at the time of hire*)
____ Copy of Current Auto Insurance presented at the time of orientation
____ Copy of Driver's License
____ Commission Agreement and Outline Signed (*If Applicable*)
____ Cell Phone Usage Policy and Addendum (*If Issued Company Cell Phone received from Debbie Saxon*)
____ Equipment Receipt and Agreement (*If Issued Company Cell Phone received from Debbie Saxon*)

INTERNAL USE ONLY – TO ALL HIRING REPRESENTATIVES:

Note: Each Space Must Be Initialed by Company Representative

____ I have provided required copies of company policies and hand outs, listed below, to employee

- Company Policy Manual – Required at all sites
- Injury and Illness Prevention Program (IIPP) – Required at all sites
- New Health Insurance Marketplace Coverage Options – Required at all sites
- TEXAS – Worker's Compensation Health Care Network (HCN) Notice

The following hand outs are applicable to California Employees Only

- Heat Illness Prevention Program (*Applicable to California Employees*)
- MPN Notice and Worker's Compensation Pamphlet (*Applicable to California Employees*)
- Additional pamphlets: Sexual Harassment, Paid Family Leave, Disability Insurance, and Unemployment Insurance Notice (*Applicable to California Employees*)

____ I have reviewed all new hire paperwork for any missing information and /or forms

____ I have submitted complete original new hire paperwork to HR in Vista, California

HUMAN RESOURCES:

Note: Each Space Must Be Initialed by Company Representative

- ____ Photo of Employee (Supervisor or above)--H.R. add to photo files
____ I have provided Company Benefit Enrollment Forms and Packet (*Applicable to eligible employees*)
____ All original new hire paperwork received

I acknowledge that I have completed the required forms and provided/explained the above company policies.

Hiring Representative _____

Print Name

Signature

I acknowledge that I have completed the required forms and have received and understand the above company policies.

Employee _____

Print Name

Signature