

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		7-120
SECTION:	Employment	New Employee Processing by the Personnel Division of Support Services
INITIAL ISSUE DATE:	February 7, 1995	
LATEST REVISION DATE:	July 13, 2012	
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PURPOSE

This policy will be followed by the Personnel Division of the Department of Support Services to process all newly hired employees and to insure that the County complies with all applicable state, federal, and local laws.

BACKGROUND

When new employees are hired, one of the first actions that must be taken is to complete their in-service processing. This procedure allows employees to sign up for various benefit programs, receive copies of policies, procedures and agreements that govern their employment, and to participate in a County-wide orientation program designed to acquaint them with County programs and operations. This policy describes the steps that will be taken to complete the processing of all new employees and the responsibilities of the Personnel Division and the operating departments.

POLICY/PROCEDURE

Before a new employee starts working, it is the hiring department's responsibility to arrange an appointment with the Personnel Division in order to complete the processing of the employee's new hire documentation. The hiring department will insure that the Personnel Action Form (PAF) is delivered to Personnel prior to processing. It is the responsibility of the department to schedule and complete any psychological examination or other background investigation prior to making an offer of employment, which is conditional on the results of a pre-employment physical exam. The hiring department should contact Personnel after the conditional offer of employment is made, and Personnel will schedule the applicant for the required pre-employment physical examination, which includes drug/alcohol testing. The physical exam must be the last stage of the hiring process; it needs to be completed and the results provided to the Personnel Division prior to the beginning of employment.

During the initial meeting with new employees, Personnel will follow the attached checklist to inform the employees of their basic rights and responsibilities, sign them up for applicable benefits programs, and schedule them for a County-wide orientation session. It is the hiring department's responsibility to insure that the employee attends the County-wide orientation session.

After reviewing and issuing the appropriate documents to the employee, Personnel will require the employee to sign the checklist acknowledging that he/she has received or has been apprised of the

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information referenced on the document. A copy of the checklist and the acknowledgment will be placed in the employees personnel file.

The Director of Support Services may modify the checklist from time to time without prior approval of the Board of Supervisors. The Clerk of the Board will insert the modified checklist into the online Administrative Manual.

RESPONSIBLE DEPARTMENTS

Support Services -- Personnel

REFERENCES

Administrative Update--07/13/2012
Form Amended 7/3/08
BOS Policy Resolution No. 2008-02--3/4/08 (Renumbered to 7-120 from 8-120; amended)
BOS Policy Resolution No. 2005-6--8/02/05 (Amended)
BOS Policy Resolution No. 2001-10--8/14/01 (Amended)
BOS Policy Resolution No. 98-6--12/29/98 (Amended)
BOS Policy Resolution No. 95-1--2/7/95

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SHASTA COUNTY
RECEIPT FORM - NEW EMPLOYEE SIGN-UP PACKAGE

		Regular/Extra Help
1. _____	Personnel Action Form (copy of application attached)	R/EH
2. _____	Parking Permit (As needed)	R/EH
3. _____	I-9 Immigration Form	R/EH
4. _____	Confirmation of Physical Exam /Drug Testing/ DOT Drug Testing (As needed)	R/EH
5. _____	Confirmation of Fingerprints	R/EH
6. _____	Emergency Contact and Demographic Information Sheet	R/EH
7. _____	W-4/Direct Deposit Notice	R/EH
8. _____	Asbestos Information	R/EH
9. _____	Loyalty Oath (2 originals)	R/EH
10. _____	DMV Record Request/DOT Release for Previous Drug Testing Results	R/EH
11. _____	Drug Free Workplace Policy _____	R/EH
12. _____	Sexual Harassment Policy _____	R/EH
13. _____	Incompatible Employment Policy _____	R/EH
14. _____	Elder & Child Abuse _____	R/EH
15. _____	Violence in the Work Place _____	R/EH
16. _____	Vehicle Policy _____	R/EH
17. _____	Safety Handbook/Injury/Illness Prevention Policy	R/EH
18. _____	Workers Compensation Information & Doctor Designation	R/EH
19. _____	Comprehensive Memorandum of Understanding and Benefits Summary	R
20. _____	PERS Application (MEM-1 Form for R/PERS Exclusion, MEM-139, for EH)	R/EH
21. _____	PERS 2% @ 55 Information Booklet	R
22. _____	PERS 2% @ 50 Information Booklet	R
23. _____	Health Insurance Enrollment Information/Declaration of Health Coverage	R
24. _____	Health coverage packet when they choose insurance (Marriage Cert.-SSN's for Dependents)	R
25. _____	Dental information & enrollment sheet	DSA/ALL R
26. _____	Vision enrollment card (Family Only)	R
27. _____	Life Insurance Enrollment Card & Benefit Booklet	MGMT/ALL R
28. _____	Colonial Life Packet	R
29. _____	Notice of CFRA & FMLA (Family Leave)	R
30. _____	Credit Union Information/United Way	R
31. _____	Deferred Compensation Information (4 Brochures)	R
32. _____	S.D.I. Information (no Deputy Sheriff , Deputy Marshal or DA Investigator)	R
33. _____	SCEA/UPEC/PPOA/Trades & Crafts unit enrollment & information sheet	R
34. _____	Notice of Benefit (Group Health)	R
35. _____	Copy of job description	R/EH
36. _____	Management Benefits & Long Term Disability	MGMT/R
36. _____	Monitoring E-Mail Communications and Internet Access	R/EH

A. I acknowledge that I have received or reviewed, as noted, the above items.

B. I acknowledge that ***I did / did not*** (please circle one) see an introductory video which covered the following County policies: Drug Free Work Place; Sexual Harassment; Incompatible Employment; Electronic Assets; Elder and Child Abuse; Injury, Illness and Prevention; and Workers' Compensation and Doctor Designation.

Signature

Date

Signature - Representative from Personnel

Date