

**CITY OF NORTH LITTLE ROCK
NEW EMPLOYEE CHECKLIST**

EMPLOYEE NAME	EMPLOYEE TITLE	DATE OF HIRE	DEPARTMENT

COMPENSATION AND BENEFITS
Forward Applicable Signed Forms to Finance Within 5 Days of Hire

<input type="checkbox"/> W-4 Forms – State & Fed	<input type="checkbox"/> Health insurance enrollment form
<input type="checkbox"/> Pension Plan Agreement	<input type="checkbox"/> AUL enrollment form and notice of supplemental opportunities
<input type="checkbox"/> Pension Beneficiary Designations	<input type="checkbox"/> Direct deposit authorization

NEW EMPLOYEE ACKNOWLEDGEMENTS
Forward Signed Forms to Human Resources Department Within 5 Days of Hire

<input type="checkbox"/> New employee checklist	<input type="checkbox"/> Safety orientation form	<input type="checkbox"/> Acknowledgement for policy manual
<input type="checkbox"/> (where applicable) Acknowledgment for Civil Service Commission Rules & Regs.		

<input type="checkbox"/> Employee has copy of job description	<input type="checkbox"/> Employee has ID badge
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TERMS AND CONDITIONS OF EMPLOYMENT

ITEM	WRITTEN POLICY RECEIVED?			DISCUSSED WITH EMPLOYEE? <i>If no, give date scheduled</i>			DATE RECEIVED BY EMPLOYEE	EMPLOYEE INITIALS	WITNESS NAME & INITIALS
	YES	NO	N/A	YES	NO	N/A			
Department Policies Written/Unwritten									
Call in Deadline/Call Outs/ Method of Compensation for Overtime									
City Policies									
Non-uniformed Policy Manual: CD Book									
Civil Service R&R CD Book									
DOT Drug-Testing Rules									
Drug-Free Workplace Policy									
Driver Traffic Violation Notification Policy									
Safety Rules									
Instruction in How to Safely Operate Veh. or Equipment									
Worker's Comp. Injury Notification Rule									
Uniforms Issue									
Equipment Issue									
Dress Code									
AUL supplemental opportunities available to purchase within 30 days from DOH: Addition voluntary life insurance Short-term disability									

COMMENT: _____

EMPLOYEE SIGNATURE / DATE	DEPARTMENT HEAD SIGNATURE / DATE

Distribution: Original to Human Resources; Copy to Employee; Retain Copy in Department