LARIMER COUNTY

LARIMER COUNTY NEW EMPLOYEE CHECKLIST

_____   _____
Employee Name   Department/Office

Instructions: Supervisor and payroll representative should review and fill out with employee.May be used for new employee or employees transferred from other County departments/offices.

_____

I.   Supervisor greets employee on their first day and introduces them to the team.........................☐

II. Supervisor explains overall departmental/office organization and its relationship to other County departments/offices ....☐

III. Supervisor explains employee's role and contribution to the goals and objectives of the department/office ....☐

IV. Supervisor discusses job content with employee and provides a copy of job description............☐

V.   Supervisor explains leave accruals and departmental/office procedures on usage of sick, vacation, comp. time and other leave ....☐

VI. Explain departmental/office working conditions:

      a.   Hours of work and time sheets ....☐
      b.   Show employee payroll information on HR website (i.e. pay calendar) ....☐
      c.   Parking permits and parking areas..☐
      d.   Lunch period and lunchroom ....☐
      e.   Breaks and rest periods..☐
      f.   Telephone, internet and email use ....☐
      g.   Overtime policy and requirements..☐
      h.   Performance and evaluation of duties, include review of merit and market pay increases ....☐
      i.   Attendance ....☐
      j.   Handling confidential information ....☐
      k.   Dress code and personal protective equipment ....☐
      l.   Other:

        _____ ....☐
        _____ ....☐
        _____ ....☐
        _____ ....☐

VII. Two days after start date supervisor and/or payroll representative will meet with employee and schedule them, via the Larimer County Learning Center, for:

<u>Required:</u>

    a. New Employee Orientation (NEO) ....☐

    b. Benefits Orientation ....☐

    c. Compliance Training...☐

    d. If employee is a supervisor enroll them in Supervisor Essentials ....☐

<u>Optional:</u>

    e. Phone Training ....☐

    f. Google Mail (GMail) Training ....☐

    g. Google Calendar (GCal) Training ....☐

    h. Department/Office Specific Training ....☐

VIII. Review County communication methods and information(examples include County communications, IT information, HR & Payroll, Support Central, etc.) ....☐

IX. Review Human Resources and Department/Office Policies & Procedures..................................☐