

NEW EMPLOYEE ORIENTATION CHECKLIST

The following information is being provided as part of your *New Employee Orientation* packet. Please initial the information being received.

- _____ "Welcome to Sutter County" Memo from Human Resources
- _____ Personnel Rules & Regulations Letter
- _____ Important Benefit Information
- _____ Affordable Care Act–Health Insurance Marketplace Coverage Option & Your Health Coverage
- _____ Federal Earned Income Tax Credit (EITC) Notification
- _____ Notice to Employees Regarding Impact of IRS Code 415 on PERS Benefits
- _____ The Facts About Sexual Harassment Brochure DFEH
- _____ Paid Family Leave EDD Brochure
- _____ Unemployment Insurance EDD Brochure
- _____ EDD Disability Provisions Brochure
- _____ EDD Programs for the Unemployed
- _____ Workers' Compensation Medical Provider Network: EIA MPN /with pamphlet
- _____ Workplace Injury Reporting Procedure
- _____ Workers' Compensation Law (Facts about Workers' Compensation)
- _____ *Sutter County Personnel Rules and Regulations, Section 19 Prohibited Activities*
- _____ *Benefits and Working Conditions, Section 27 On the Job Injury, Workers Compensation*
- _____ Sutter County's Equal Employment Opportunity Program Policy Statement
- _____ Discriminatory Workplace Harassment Policy, Section 23
- _____ Alcohol and Drug Abuse Policy - Drugfree Workplace Act, Section 24
- _____ Sutter County Employee Handbook
- _____ General Safe Work Practices (In Employee Handbook)
- _____ PERS information is available at <https://my.calpers.ca.gov> *
- _____ E-Verify Notification - E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States
- _____ Injury Illness Prevention Program (IIPP)
- _____ Non DOT/DOT Drug and Alcohol Policy (If Applicable)

I acknowledge that I have received copies of all the above documents and that it is my responsibility to read, understand and abide by these documents and policies. I further understand that if I have any questions about these documents and policies, I may contact the Human Resources department for further information and clarification. *The PERS Information is available by registering at

<https://www.calpers.ca.gov/docs/forms-publications/local-misc-benefits.pdf>

<https://www.calpers.ca.gov/docs/forms-publications/local-safety-benefits.pdf>

Signature _____
Date

Print Name _____
Department

The following material will be covered during your orientation session.

- _____ Viewed Safety Video(s)
- _____ HIPPA Special Enrollment Notice
- _____ 2021 Employee Benefit Overview Book
- _____ SCEA Packet (General & Professional Unit Classifications only)

Signature _____
Date