**Employee Orientation Checklist, LMC Model Form**

*Helpful background information on this model may be found in the* [*Hiring Chapter*](https://www.lmc.org/resources/hr-reference-manual-chapter-2-hiring/) *of the Human Resources Reference Manual.*

The following list has been developed to emphasize the importance of planning ahead for the arrival of a new employee. Studies show employees who are well informed about the organization they work for and are clear about what the organization expects of them are more productive employees in the long run. The employee orientation is a great place to start sharing information and expectations. It is also important to build a positive rapport, establish a personal connection and create a welcoming environment.

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| ❑ | **Update Current Employees** |
|  | Let current employees know:* The name of new employee
* The new employee’s job title and overview of responsibilities
* The new employee’s last place of work
* The new employee’s start date
* The office location, phone extension, and email address of the new employee
* They may be contacted as part of the new employees training process and a timely response is needed to expedite the process
* Establish training team/buddy for the new employee
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| ❑ | **Organizational Matters** |
|  | Let the new employee know about:* The differences between public versus private employment
* City services
* City council and other city boards/commissions, including city council meeting calendar dates
* Organizational chart if one is available
* Introduce the new employee to city staff
* Provide the new employee with a tour of city offices and facilities
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| ❑ | **Individual Employee** |
|  | * Provide a copy of the employee’s job description
* The employee’s supervisor should discuss expectations and goal objectives for individual and department. both verbally and in writing
* Discuss how to avoid any conflict of interest according to state law or city policy
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|  | * An overview of the department's mission, values and key policies.
* Explain roles of others in the department or city with whom the employee will routinely interact
* Do you need to cover any specialized training necessary for employees to be successful in their job?
* Discuss their career development plan
* Unspoken cultural nuances of the organization
* Provide an organizational chart
* Identify their resources in addition to their supervisor
* Discuss the performance review process during and after the training period
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| ❑ | **Compensation and Benefits** |
|  | Provide the new city employee with the following items to reinforce the total value of their compensation. This is an opportunity to answer any questions and reinforce the value proposition of working for your city.* Pay schedule
* Timecard and instructions
* City policies on earning overtime
* Information on how and when salary changes are made
* Information on required and optional payroll deductions
* Obtain a signed copy of the written notice required by the [Minnesota Wage Theft Prevention Act](https://www.dli.mn.gov/business/employment-practices/wage-theft-legislation-2019-and-summaries) provided to the new hire
* Financial and other forms to complete, such as the federal W-4, W-4 MN forms, MN new hire reporting, I-9, etc. (see information beginning on page 75 of the [Hiring Chapter](https://www.lmc.org/wp-content/uploads/documents/HRRM-Hiring.pdf) for additional information), emergency contact listing, applicable insurance paperwork and associated required notices as well as direct deposit forms
* Within two weeks of the new hire’s first day of employment, share a one-page letter, fact sheet, and frequently asked questions by the [MN Office of Higher Education on the federal student loan forgiveness program](https://www.ohe.state.mn.us/mPg.cfm?pageID=2226)
* An explanation of mandatory benefits such as [PERA](https://mnpera.org/) (younger employees may not understand the total value of a pension plan or how it works).
* An explanation of leave benefits (sick leave, vacation, paid time off, Earned Sick and Safe Time (ESST), holidays)
* Social Security Disclosure (typically for police and fire in the PERA Police and Fire Plan) <https://www.ssa.gov/forms/ssa-1945.pdf>
* A description of any optional benefits the city may offer such as medical, dental, life insurances, tuition reimbursement program, and employee education and training opportunities. As an aside, some cities find sharing a Benefits Summary at the final stage of interviewing with candidates a helpful tool to summarize available city benefits in a 1-2 page form.
* If a city offers insurance benefits to employees, has an initial [COBRA General Notice](https://www.dol.gov/sites/dolgov/files/EBSA/laws-and-regulations/laws/cobra/model-general-notice.docx) been prepared to mail to employee and their dependents?
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| ❑ | **Work Rules** |
|  | Make sure the new employee understands work rules that may apply to the position such as:* City hall hours
* The employees work schedule (on call, evening meetings, shift work)
* Times and locations of any required department meetings/staff meetings
* Use of uniforms
* Time off and absence procedures–who needs to approve and how to notify
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| ❑ | **Policies** |
|  | Provide the new employee and consider obtaining employee signature of receipt with copies of all personnel procedures including but not limited to:* Sexual Harassment Prevention or Respectful Workplace Policy
* Holidays and other paid/unpaid leaves (sick leave, vacation, Earned Sick and Safe Time, etc.)
* Performance review process
* Technology and social media policy
* Drug & alcohol testing
* Safety policies (AWAIR, Right-to-Know)
* Disciplinary procedures
* Data practices policyOther policies

 Keep in mind, in accordance with the [Minnesota Wage Theft Protection Act](https://www.dli.mn.gov/business/employment-practices/wage-theft-legislation-2019-and-summaries), employers are also required to provide employees in writing of any changes to the information in the initial employee notice before the date the changes take effect. Additionally, within that same law with respect to record keeping requirements, the city will maintain a list of personnel policies provided to employees and the date they were given to the employee. For additional information, please refer to: <https://www.dli.mn.gov/business/employment-practices/wage-theft-legislation-2019-and-summaries>  |
| ❑ | **Safety and Emergency Procedures** |
|  | Make sure the new employee understands safety and emergency procedures such as:* Facility and employee security
* Confidentiality
* Name badge
* Parking
* After-hours procedures
* Workers’ compensation
* Wellness program
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|  | * Employee Assistance Program
* Emergency procedures
* First aid
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| ❑ | **Other** |
|  | A city may have other orientation components. Some other common orientation activities include:* Ensuring the new employee’s workstation is set up with appropriate equipment, technology needs and supplies before their first day. SI the new hire’s necessary login information and email address already set up?
* Introductions to co-workers and a tour of the facilities.
* Has the new hire’s assigned “buddy” to coordinate onboarding activities been introduced to the new hire/training team?
* Spending time with each department head to learn about the functions of the various departments and how the new employee’s job relates to those functions
* Introduction to internal communications such as a newsletter, social functions, service awards.
* Develop a schedule for periodic check-ins for new employee with supervisor(s).
* Passing on policies or work rules specific to a department or certain job responsibilities. For example, drug testing for CDL holders and confidentiality rules for city clerk working with personnel files
* Voicemail guide or instructions and phone lists
* Consider a welcome lunch to introduce the new hire to other employees
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