

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REVISED	EFFECTIVE DATE	SUPERSEDES
New Hire Processing	A-12		June 11, 2010	

Prepared By: Human Resources & Risk Services	Approved By: Agnes M. Speight Assistant City Manager
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1.0 Purpose

New employees at the City of Wilson will be required to complete new hire paperwork on their first day of employment to ensure proper and timely payroll and benefit processing. Additionally, an orientation to the City of Wilson and the employee’s specific position will be provided by the appropriate party to assist new employees in feeling welcome and comfortable in their new work environment and in becoming fully productive in their position.

2.0 Policy

- 2.1 Offer Letter - New employees will be provided with an Offer Letter from Human Resources & Risk Services upon acceptance of employment with the City of Wilson and will need to provide a signed copy of that letter to the Human Resources & Risk Services Department either prior to or on their start date as documented acceptance of the position they have been offered. If the offer letter is faxed or emailed, the employee will be required to sign the original document on day one (1) of hire. No employee will be allowed to begin employment until an official signed copy of the Offer Letter is received by Human Resources & Risk Services.
- 2.2 New Employee Paperwork - New employees should report to the Human Resources Building at the Operations Center prior to or on their first day of employment. At that time, they should complete the necessary paperwork to result in a “New Employee Package” which will be used to initiate payroll and appropriate employee benefits.
- 2.3 Identification Verification - New Employees will be required to present two (2) forms of identification, with a minimum one (1) federal or state issued identification verification documentation being required, such as Drivers License, social security card, passport and/or birth certificate.
- 2.4 New Employee Orientation - To ensure that all new employees will receive needed information and that the orientation process will proceed in an orderly sequence, the supervisor or manager to whom the new employee reports must complete a Supervisor Orientation Checklist (see below) within the first two weeks of hire of a new employee. This completed checklist must be returned to Human Resources & Risk Services and will be placed in the employee’s personnel file.

(Supervisor’s Orientation Checklist may be found on the City’s Public Drive in Human Resources Folder)