

Town of Duxbury, Massachusetts

New Employee Checklist Welcome!

Please complete this checklist, for benefit eligible employees working <u>less than</u> 20 hrs. per week, and the forms listed on this page within three working days.

W-4 (Federal withholdings) M-4 (State withholdings) M-4 (State withholdings) M-4 (State withholdings) Employment Eligibility Form/Instructions (I-9)To be completed in person with your Manager or HR manager Direct Deposit Form-and Voided Check V_ALIC FICA Alternative enrollment form (required) Statement Concerning your Employment in a Job Not Covered by Social Security Completed New Employee Checklist (this form) Authorization and General Release form / CORK/SORI New Hire Phone Registration Form for Blackboard Connect System Updates Emergency contact form Conflict of Interest Law for Municipal Employees (return Signed Acknowledgement & Completed Training Certif.) EEO-1 Data Sheet completed, or will complete, the following information as part of my payroll and employment requirement: ignature Print name Date have received and/or will read the following information regarding the Town of Duxbury's policies, practic and benefits in the packet and on the Town webpage: ttps://www.town.duxbury.ma.us/human-resources/pages/town-policies-procedures Employee Assistance Program Information (EAP) Alcohol & Drug Use Policy (DPW) Employee Safety Manual (DPW) Background Check Policy Drug and Alcohol Policy Equal Employment Opportunity Policy Equal Employment Opportunity Policy Parinty Medical Leave Policy Information Systems Resources Usage Policy Personnel Plan (for non-union employees) OR Union Contract Privacy Policy (HIPPA) Professional Conduct Policy Progressive Discipline Policy Workplace Violence Policy Workplace Violence Policy Workplace Violence Policy Domestic Violence Policy Domestic Violence Leave Policy	vww.town.duxbury.ma.us/human-	resources	
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