



Town of Duxbury, Massachusetts

New Employee Checklist Welcome!

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

Please return these forms to Erin Carpenter or Jeannie Horne, in the Human Resources department:

www.town.duxbury.ma.us/human-resources

- _____ W-4 (Federal 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
- _____ VALIC 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 / CORI/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

I completed, or will complete, the following information as part of my payroll and employment requirement:

Signature

Print name

Date

I have received and/or will read the following information regarding the Town of Duxbury's policies, practices and benefits in the packet and on the Town webpage:

<https://www.town.duxbury.ma.us/human-resources/pages/town-policies-procedures>

- _____ Employee Assistance Program Information (EAP)
- _____ Alcohol & Drug Use Policy for Safety sensitive Drivers (DPW & Council on Aging Drivers)
- _____ Confined Space Policy (DPW)
- _____ Employee Safety Manual (DPW)
- _____ Background Check Policy
- _____ Drug and Alcohol Policy
- _____ Equal Employment Opportunity Policy
- _____ Family Medical Leave Policy
- _____ Information Systems Resources Usage Policy
- _____ Parental Leave Policy
- _____ Non Discriminatory and Anti Harassment Policy
- _____ Personnel Plan (for non-union employees) OR Union Contract
- _____ Privacy Policy (HIPPA)
- _____ Professional Conduct Policy
- _____ Progressive Discipline Policy
- _____ Reasonable Suspicion Policy
- _____ Whistleblower Policy
- _____ Workplace Violence Policy
- _____ Domestic Violence Leave Policy
- _____ COVID-19 Control Plan (Aug. 2020) Info and Video <https://vimeo.com/423654531>

Signature

Print name

Date