

# EXTRA HELP NEW EMPLOYEE ORIENTATION CHECKLIST

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

- \_\_\_\_\_ 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
- \_\_\_\_\_ General Safe Work Practices
- \_\_\_\_\_ 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 have received copies of all\* of the above initialed documents and understand the conditions of employment and agree to abide by the terms of all such policies and conditions. \*The PERS Information is available by registering at <https://my.calpers.ca.gov>.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

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*Human Resources Dept. Use Only*  
*Original to Department:* \_\_\_\_\_

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*Copy for Human Resources*