

Employee Name (Print): _____

Department: _____

Yolo County Employee Orientation Checklist

Introduction and Welcome – YES Team Onboarding Web Page		
<p>DUE DATE: New employees are required to review the YES Team Onboarding web pages listed below within the first two weeks of starting employment with the County of Yolo.</p> <p>If possible, it is recommended that new employees familiarize themselves with these pages prior to their first day of employment.</p>		
Web Page to be reviewed:	N/A	Complete
Hello! I'm New	<input type="checkbox"/>	<input type="checkbox"/>
New Employee Orientation	<input type="checkbox"/>	<input type="checkbox"/>
Getting Started	<input type="checkbox"/>	<input type="checkbox"/>
Working at Yolo	<input type="checkbox"/>	<input type="checkbox"/>
Getting to Know Yolo County	<input type="checkbox"/>	<input type="checkbox"/>
Stay Connected	<input type="checkbox"/>	<input type="checkbox"/>
Be a Difference Maker	<input type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input type="checkbox"/>
Measure Your Success	<input type="checkbox"/>	<input type="checkbox"/>
Onboarding Plan	<input type="checkbox"/>	<input type="checkbox"/>
Employee Engagement Opportunities	<input type="checkbox"/>	<input type="checkbox"/>
Core Competencies	<input type="checkbox"/>	<input type="checkbox"/>
HR Programs and Services	<input type="checkbox"/>	<input type="checkbox"/>
Forms and Documents	<input type="checkbox"/>	<input type="checkbox"/>
Staff Directory	<input type="checkbox"/>	<input type="checkbox"/>
Facility Directory & Maps	<input type="checkbox"/>	<input type="checkbox"/>
TBD	<input type="checkbox"/>	<input type="checkbox"/>
New Employee Paperwork		
<p>DUE DATE: Employees are required to turn in the forms listed below to Human Resources on their first day of starting employment with the County of Yolo. Therefore, please take some time to complete new hire paperwork prior to starting employment.</p>		
Form to be completed:	N/A	Complete
First Paycheck and Direct Deposit Informational Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Direct Deposit Request Form	<input type="checkbox"/>	<input type="checkbox"/>
Request to Pick Up Paycheck	<input type="checkbox"/>	<input type="checkbox"/>
Personal Data Form	<input type="checkbox"/>	<input type="checkbox"/>
W-4 Federal Income Tax Withholdings	<input type="checkbox"/>	<input type="checkbox"/>
DE-4 State of CA Tax Withholdings	<input type="checkbox"/>	<input type="checkbox"/>
Release of Driver Record Information	<input type="checkbox"/>	<input type="checkbox"/>

CalPERS Member Reciprocal Self-Certification	<input type="checkbox"/>	<input type="checkbox"/>
Benefit Action Form	<input type="checkbox"/>	<input type="checkbox"/>
Health, vision and dental insurance premiums are available below: 2017 Health Insurance Premiums ~ Sacramento Region (Yolo, Sacramento, Placer and El Dorado Counties) 2017 Health Insurance Premiums ~ Bay Area Region 2017 Health Insurance Premiums ~ Other Northern California Counties Delta Dental Plan Comparison Vision Plans-Rates Comparison For more information about your benefit package, please click here .		
In-Lieu of Health Benefits	<input type="checkbox"/>	<input type="checkbox"/>
For all the Right Reasons	<input type="checkbox"/>	<input type="checkbox"/>
Life Insurance Beneficiary Form	<input type="checkbox"/>	<input type="checkbox"/>
Beneficiary Designation Form	<input type="checkbox"/>	<input type="checkbox"/>
Your Visit to the Human Resources Office		
<u>DUE DATE:</u> Employees are encouraged to visit the Human Resources Office on their first day of starting employment with the County of Yolo.		
Items to be completed:	N/A	Complete
Submit New Employee Paperwork	<input type="checkbox"/>	<input type="checkbox"/>
Receive New Employee Packet	<input type="checkbox"/>	<input type="checkbox"/>
Take Photo for Disaster Service Worker Identification Card	<input type="checkbox"/>	<input type="checkbox"/>
Receive Photo Identification Card	<input type="checkbox"/>	<input type="checkbox"/>
Swearing In Oath	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory Training		
<u>DUE DATE:</u> Employees are required to complete the mandatory training listed below within the first two weeks of starting employment with the County of Yolo.		
Training to be completed:	N/A	Complete
Sexual Harassment Prevention	<input type="checkbox"/>	<input type="checkbox"/>
HIPAA	<input type="checkbox"/>	<input type="checkbox"/>
Ethics	<input type="checkbox"/>	<input type="checkbox"/>
NIMS (Disaster Management)	<input type="checkbox"/>	<input type="checkbox"/>
Disaster Worker Service Orientation	<input type="checkbox"/>	<input type="checkbox"/>
Injury and Illness Prevention	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory Reads		
<u>DUE DATE:</u> Employees are required to read the items listed below within the first two weeks of starting employment with the County of Yolo.		
Items to be read:	N/A	Complete
Policy: Employer-Employee Relations	<input type="checkbox"/>	<input type="checkbox"/>

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Policy: Family & Medical Leave Act of 1993	<input type="checkbox"/>	<input type="checkbox"/>
Policy: Drug & Alcohol Policy and Testing Procedure	<input type="checkbox"/>	<input type="checkbox"/>
Policy & Procedure: Equal Employment Opportunity and Harassment	<input type="checkbox"/>	<input type="checkbox"/>
Policy & Procedure: Equal Employment Opportunity	<input type="checkbox"/>	<input type="checkbox"/>
Policy: Workplace Security and Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>
Policy: Code of Ethics – Standards of Ethical Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Policy: Workplace Civility	<input type="checkbox"/>	<input type="checkbox"/>
Policy: Breastfeeding Policy	<input type="checkbox"/>	<input type="checkbox"/>
AVENUES – Report Fraud, Harassment, or Discrimination	<input type="checkbox"/>	<input type="checkbox"/>
Yolo County Emergency Action Plan / Evacuation Plan	<input type="checkbox"/>	<input type="checkbox"/>

By signing, I acknowledge receipt of the New Employee Checklist and my responsibility to perform the necessary actions that are needed for completion of this checklist. Actions performed by the employee include but are limited to the following:

- Reviewing all informational material identified on this checklist
- Inputting personal information on new employee forms
- Submitting new employee paperwork to the Human Resources Office on your first day of employment with the County of Yolo
- Completing the mandatory training identified on this checklist
- Asking questions to clarify and/or ensure proper completion of any or all items included on this checklist

X _____
Employee Signature Date

X _____
Human Resources Representative Signature Date