302: Employment Personnel Package

300: Human Resources · https://milo.masseyservices.com/docs/302-employment-personnel-package/

Section: Human Resources
Subject: Employment Personnel Package
Approved by: Harvey L. Massey
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Policy Owner: Director of Human Resources

Policy

The following is a list of personnel papers and documents required on new "hires". The Employee Transmittal Record will indicate the forms and documents required for each position (Sales, Service, Clerical and Management).

This PERSONNEL SECTION is designed to explain the policy and procedure for completion of each of these items and is itemized in the same order as each document is listed on the Transmittal Record. Following is the order in which each item is referenced with its corresponding Policy #:

Policy #	Item #	Form/Document
303	1	Applicant for Employment
303	2	Applicant Reference Check
304	3	Medical Questionnaire
304	4	*Medical Examination (on back of #3)
305	5	Vehicle Responsibility Agreement
306	6	Motor Vehicle Records (MVR)
307	7	WCHC Call

*Items 1-7 are to be complete prior to an Applicant's Employment.

**The Applicant should not be sent for the medical examination until after the above has been completed and the applicant is determined to be qualified for the job.

Policy #	Item #	Item # Form/Document
308	8	Drees & Grooming Standards
309	9	Standards of Conduct
310	10	W-4 Employees Withholding Cerfificate
311	11	Group Insurance Enrollment Card(refusal of coverage must be indicated on the card)
312	12	Long Term Disability Enrollment Card(card must be signed on the back if coverage is refused)
313	13	Dental Insurance Enrollment Card(declining statement must be signed)
314	14	Life Insurance Enrollment Card
315	15	Employee Status Form
316	16	Sales Employee Compensation Form
317	17	Payroll Deducation Authorization
318	18	Chemical Handling and Use Policy
319	19	Employee Agreement
320	20	Employee Eligibility Verification
321	21	Application for Pest Control ID Card
322	22	Employee Handbook
323	23	Employee Transmital Record

*Items 8-23 must be completed on or before the 1st day of employment. The complete packet, Items 1-23, is to be forwarded to the Corporate Office the same day of employment.

1. All personnel papers from the Service Centers will be packaged separately and sent directly to the "Personnel Department" in the Corporate Office. The packages should be marked "Personal and Confidential".
2. The Personnel Department will keep a log on each Service Center with the following information:
    - Employee Name: _____
    - Date Received: _____
    - The Personal Department will be responsible for monitoring all employment standards and checking each personnel package for completeness and accuracy.
3. The Regional Assistant/Secretary will have the responsibility for getting the completed employee package approved by the Regional Manager and for getting the completed package to the Office of the President within two (2) working days or less.
4. In the event an incomplete personnel package is received from the Service Center, the incomplete package will remain with the Personnel Department until the following steps are completed:
    - The Region will be notified of the missing and/or incomplete documents on an Incomplete Personnel Package (IPP) Form.
    - The Region will be responsible for obtaining missing documents and/or complete documents and immediately returning to the Personnel Department.
    - The Region will be responsible for checking off all the documents on the Regional copy of the IPP form before returning to the Personnel Department.
    - The Personnel Department will review the new documents for completeness and accuracy, update the personnel log book, and will forward the complete personnel package to the Regional Manager for approval and further processing for final approval to the President.
5. The Office of the President will return the approved personnel packages back to the Personnel Department for logging and forwarding on to the Payroll Department.

Each step of the above procedure required department signatures to validate delivery and receipt of the personnel packages.

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