STANDARD PROCEDURE

CITY OF WILSON

SUBJECT

NUMBER

EFFECTIVE DATE

SUPERSEDES

New Hire Onboarding

A-12

2/2023

Approved By: Will Aycock, Greenlight General Manager

1.0 Purpose

To provide a process for onboarding newly hired employees to ensure consistency, compliance with applicable laws and organizational new hire requirements, and facilitate payroll and benefits processing.

2.0 Scope

All full time and permanent part-time employees, as well as all prospective new hires, are covered under this policy.

3.0 Definitions

- 3.1 <u>Full-time Employee:</u> An employee hired to serve in a position for an indefinite period of time and regularly scheduled to work the number of hours per work week designated by the City as full-time for the position held.
- 3.2 <u>Permanent Part-time Employee:</u> An employee hired to serve in a position for an indefinite period of time and regularly scheduled to work at least 1,000 hours per year, but less than the number of hours per work week designated as full-time for the position.
- 3.3 <u>Prospective New Hire:</u> An applicant for a posted position who has received a verbal offer of employment contingent on successful completion of all post offer/pre-employment screenings identified by the organization.
- 3.4 <u>Fully-vaccinated</u>: Completion of CDC approved one-shot vaccine dosage, or both parts of a two-shot vaccine dosage.

4.0 Policy

- 4.1 All prospective new hires must meet with designated Human Resources (HR) personnel to complete required paperwork, provide written permissions for applicable post offer/pre-hire screenings and submit proof of COVID vaccination status.
- 4.2 Hiring managers must inform candidates at the time of the verbal offer that proof of required vaccinations or other pre-hire standards and will need to be provided to HR prior to the employment effective date.
- 4.3 All new hires must provide valid proof of full compliance with established requirements prior to the designated employment effective date.

5.0 Procedures

5.1 **Post Offer/Pre-Employment Process**

- 5.1.1 Prospective new hires will be contacted by HR after a verbal offer has been made by the hiring manager and accepted by the candidate.
- 5.1.2 Human Resources will work with the prospective new hire to confirm the offered salary and official start date, and schedule an appointment for the new hire to meet with designated HR staff for the initial onboarding meeting.
- 5.1.3 Human Resources staff will confirm the prospective new hire understands any pre-employment requirements, including but not limited to, medical treatments for CDC recognized pandemics or other emergency health threats.
- 5.1.4 Human Resources staff will communicate documents the prospective new hire will need to present at the meeting in order for the initial steps to be completed.
- 5.1.5 At the onboarding meeting, HR staff will provide a written Offer Letter to the prospective new hire that documents starting salary and official employment

STANDARD PROCEDURE

 CITY OF WILSON
 PERSONNEL MANUAL

 SUBJECT
 NUMBER
 EFFECTIVE DATE
 SUPERSEDES

 New Hire Onboarding
 A-12
 2/2023
 4/2022
 Page 2 of 3

Prepared By: Human Resources

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- effective date. The prospective new hire and the HR representative will both sign and date the document.
- 5.1.6 Forms giving HR permission to run background and driver's history checks, and to perform post offer/pre-employment drug testing and physicals screenings, and to meet other regulatory requirements, will be provided to the prospective new hire for signature.
- 5.1.7 Human Resources staff will communicate next steps to the prospective new hire and maintain communication until all steps are completed. Failure to complete all steps in a timely manner may result in delay of employment start date and/or the offer of employment being rescinded.
- 5.1.8 Upon receiving satisfactory results from all post offer/pre-employment screenings, HR will notify the hiring manager, who will communicate to the prospective new hire the time and location for their first day of employment.
- 5.1.9 In the event that information obtained from any of the post offer/preemployment screenings fails to meet regulatory requirements or other employment standards, the prospective new hire will receive written communication from HR that the employment offer has been rescinded.

5.2 Mandatory New Hire Benefits Orientation

- 5.2.1 On either the first day of employment or other communicated date, HR will provide a mandatory benefits orientation session with all new hires for that pay period.
- 5.2.2 During this session, new hires will receive a copy of the Employee Handbook, along with a review of its contents and critical City policies.
- 5.2.3 HR will also provide an overview of City of Wilson benefits and new hires will complete all paperwork needed for enrollment in the benefits and activation of payroll processes. It is critical that new hires bring all necessary supporting documentation to this session, as previously communicated to them by HR, to prevent disruption to the initiation of pay and benefits.

5.3 Mandatory Quarterly New Hire Orientation

- 5.3.1 On a quarterly basis, a mandatory orientation that provides regulatory training and overview of compliance related policies and procedures will be scheduled for employees hired during that quarter.
- 5.3.2 Employees will be required to sign off on designated policies, per regulatory requirements and City of Wilson policy.

6.0 Administrative Guidelines

Hiring managers and Human Resources will work together to determine prospective new hire start dates, based on time needed to complete post offer/pre-employment required screenings. There is a possibility that initial start date may need to be revised due to unforeseen circumstances, including, but not limited to, availability of Employee Health and Wellness Center and/or hospital staff (PD/Fire), lack of response or cooperation of prospective new hires in completing tasks in a timely manner. (Note: Minimum time needed to process new hires through the onboarding process is two weeks, taking into account the start of a pay period as the optimal effective employment date for payroll purposes).

STANDARD PROCEDURE

CITY OF WILSON				PERSONNEL MANUAL
SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	
New Hire Onboarding	A-12	2/2023	4/2022	Page 3 of 3

Prepared By: Human Resources

Approved By: Will Aycock, Greenlight General Manager

6.2 Exemption request status is confidential personal and/or medical information and access to the information will be limited to specifically designated essential personnel only.