

STANDARD PROCEDURE

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
New Hire Onboarding	A-12	2/2023	4/2022

Prepared By: Human Resources

Approved By: Will Aycock, Greenlight General Manager

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complete all steps in a timely manner may result in delay of employment start date and/or the offer of employment being rescinded.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/pre-employment 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standards, the prospective new hire will receive written communication from HR that the employment offer has been rescinded.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

- 6.1 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).*

