

RESOLUTION NO. 4159

A RESOLUTION REVISING CITY OF MILES CITY PERSONNEL POLICIES REGARDING EMPLOYMENT ORIENTATION POLICY


WHEREAS, the City of Miles City has established certain personnel policies for employees of the City of Miles City, which are set forth in the City of Miles City Personnel Manual;

AND WHEREAS, the City Council finds that certain revisions to such policies should be adopted;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:

1. That the following revised policy: Section 3, Employee Orientation Policy attached as Exhibit "A" and New Hire Checklist Exhibit "B"
2. Such changes to the policy shall become effective June 1, 2018 upon the passage of this resolution.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 22ND DAY OF MAY 2018.




John Hollowell, Mayor

ATTEST:

Lorrie Pearce, City Clerk

“EXHIBIT A”

 CITY OF MILES CITY PERSONNEL POLICY	Section 3:	Employment Information
	Effective:	10/14/2014
	Last Revised:	
Employee Orientation		
Resolution #		

- **This policy supersedes all previous policies and/or handbooks published by the City of Miles City. Negotiated labor contracts that conflict with this policy will take precedence to the applicable extent.**

PURPOSE

The City of Miles City believes that employee orientation is critical for new employees. The orientation process familiarizes new employees with the City of Miles City policies, procedures, regulations, people and the department layout.

POLICY

It is the policy of the City of Miles City that all new employees will meet for general orientation with the Human Resources Officer on his or her first day of work.

New employees will be required to sign an acknowledgement form that he/she received a copy of the Personnel Policy Manual and Safety Manual and will be responsible for reviewing all the materials therein. New employees will be given the option of receiving these manuals in paper or electronic formats.

All employees new to the City of Miles City will be required to present documentation regarding identity and employment eligibility within three (3) days of hire.

PROCEDURE

A. Employee Orientation:

On the first day of employment, the Human Resources Officer shall conduct an orientation session with the new employee to complete necessary employment documents, review key City policies and compensation terms, organizational structure, position description, explain City benefits, and provide any other human resource and payroll related information needed to orient and integrate the

employee into the City of Miles City service. The topics covered shall be documented on the "Orientation Checklist" form.

During the first week of employment, the employee's Department Director and/or supervisor shall review with the employee the Department organizational structure job content, performance and safety standards, working conditions, and any other matters of operational importance needed to orient and integrate the employee into City of Miles City service. Any documents used to incorporate the employee into his or her department should be signed by the employee and the Department Director and/or supervisor and shall be provided to the Human Resources Office to be placed in the employees personnel file.

The Human Resources Officer, Department Director and Supervisors should ensure that new employees are given adequate time to gain a clear understanding of the information they have been provided and have the opportunity to ask questions.

CLOSING

Prior to the new employee's first payday, the Human Resources Officer will provide him/her with the following information:

- Personnel Policy and/or Union Contract Review
 - Harassment
 - Job Classifications
 - Overtime
 - Position Description
 - Workers' Compensation
- Employment date
- Longevity date
- Eligibility date for use of sick leave
- Eligibility date for use of vacation leave
- Probationary Wage
- Any applicable stipends/incentives
- Standard Deduction List
 - ✓ Federal Income Tax (FIT)
 - ✓ State Income Tax (SIT)
 - ✓ Retirement (if applicable)
 - ✓ Medicare (if applicable)
 - ✓ Social Security (if applicable)
 - ✓ Union dues (if applicable)
 - ✓ Association/Fund dues (if applicable)
- Voluntary Employee Deductions
 - ✓ Medical Insurance
 - ✓ Deferred Compensation
 - ✓ Other.



"EXHIBIT B"
CITY OF MILES CITY
17 N 8th Street, PO Box 910
Miles City, MT 59301

New Hire Checklist

Resolution # _____

Applicant Name: _____

Date: _____

Pre-hire forms

- Employment Application (completed and signed)
- Reference form signed by applicant
- References verified and signed by authorized employee
- Certifications verified (CDL, etc.)
- Motor Vehicle Record check completed (Drivers only)
- Job title and description explained to and signed by applicant
- Subsequent Injury Fund form provided to applicant
- Background check release form signed by employee

At-time of hire forms

- Pre-Placement Physical Disclaimer signed
- Employee contract or letter of hire signed by employee and employer
- Form I-9 completed, proof of citizenship status with original documentation
- Tax forms
 - W-4 Employee's Withholding Allowance Certificate (Federal & State)
- State New Hire Form
- Direct Deposit Form with voided check attached, if direct deposit is desired
- Employee Data Sheet (emergency contact information)
- Proof of auto insurance, required for employees driving on the job (current proof must be on file)

Required policy communications/trainings

- Mission statement (Cannot find a mission statement for the City)
- Personnel Policy Manual with receipt acknowledgement
- Union Contract – Local 283A, Local 283B, Local 600
- Safety Orientation
- Policy highlights from Personnel Policy & Procedure Manual to be especially noted
 - Harassment, outside activities, confidentiality, drug-alcohol, standards of conduct, political activities and smoke-free workplace
 - Working hours, pay periods, timesheets, current holiday schedule, expense forms, performance evaluation, grievance policy
 - Exempt or non-exempt status; compensatory time and/or overtime eligibility
- Staff list with position titles, personnel directory information

Benefits

- Eligibility: regular, temporary, or seasonal; full-time, part-time
 - Eligible for all benefits
 - Eligible for prorated benefits
 - Not eligible for benefits
- Benefit enrollment/declination form (Employees working 30 hours on a permanent basis)
- Paid time off
 - Annual leave
 - Sick leave
 - FMLA

- Other leave
- Leave Form
- Employer subsidized health insurance coverage
 - Health insurance coverage benefit summary statement
 - Eligibility Date of Employment – Employee only
 - Cost: "pretax"/employer contribution – Spouse, Children, or Family
 - Insurance benefit package: health, dental, and vision
- Health insurance coverage application form
- Employee Assistance Program
- PERS, FURS or MPORS retirement plan:
 - Retirement plan summary statement
 - Eligibility date
 - Employee "pretax"/employer contribution
 - Retirement benefit brochures defining custodian and custodial account investment options
 - Retirement plan application form (beneficiary names and social security numbers)
- Flexible benefits summary plan description
- Supplemental insurance information
 - Group life insurance information
 - Disability insurance (short and long term)
 - Cancer insurance
 - 483(b) Retirement - Nationwide

On behalf of the City of Miles City, I have discussed these items with, provided materials to, and received all required documents from the new employee.

Authorized employer signature

Date

I certify that I have received the documents, forms, and information listed above

New employee signature

Date