

## **NEW EMPLOYEE FORMS CHECKLIST**

### **STT, PRL, LTT, & PES Status**

Place a check mark next to each item received (or completed) to verify your receipt of CBJ information.

Name \_\_\_\_\_

I-9 Employment Eligibility Verification (Confirm I-9 on file for seasonal employee)	
Conflict of Interest Code	
CBJ Telephone Directory	
EEO Data Form	
Payroll Packet – W-4 & Direct Deposit	
Post Hire Questionnaire for Second Injury Fund Qualification	
CBJ Employee Guidelines regarding the impact of Temporary or Permanent Revocation of Alaska Driver's License or Alaska Commercial Drivers License.	
Benefited Employee Enrollment Forms (Health, Life, Affidavit of Marriage for LTT & PES Status only)	
CDL--Prepare drug test form	
Personnel Rules are available on the Human Resources webpage at <a href="http://www.juneau.org/human_resources">www.juneau.org/human_resources</a> or by contacting your supervisor or by contacting the Human Resources Division.	//////////

### **CBJ POLICY PACKET**

### **All Employees**

Attached are copies of some of the City and Borough of Juneau's policies. For all other policies please visit the Human Resources webpage at [www.juneau.org/human\\_resources](http://www.juneau.org/human_resources) or contact your supervisor or the Human Resources Division at 586-5250. Please leaf through this packet and verify all copies of the policies listed below have been received and sign at the bottom. Thank you.

Condolences Upon Death of Employee/Family Member Policy (Admin Policy 08-02)	
Drug-Free Workplace Policy	
ADA Policy (Admin Policy 98-02)	
Equal Employment Opportunity Policy (Admin Policy 06-01)	
Family Medical Leave Policy (Admin Policy 08-03R)	
Harassment Prohibited Policy (Admin Policy 97-06)	
Insurance Coverage Options for Employees on Leave Without Pay (Admin Policy 05-06)	
Requirements for Coverage by CBJ Property/Liability Insurance Program (Admin Policy 09-02)	
Severe Weather Conditions Policy (Admin Policy 07-01)	
Sexual Harassment Prohibition	
Telecommunications Policy (Admin Policy 98-03)	
Violence in the Workplace Policy (Admin Policy 02-03)	
Standard of Conduct (Personnel Rule 16)	

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Human Resources Signature \_\_\_\_\_

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