Employee Orientation

To:

Employee

As your supervisor goes through the orientation process with you, please initial the space next to each item as it is completed. Please feel free to ask questions if there is anything you do not understand completely.

# I have received, filled out and returned to my employer:

\_\_\_ Employee Application

\_\_\_ Employee Background Check Authorization

\_\_\_ Employee Offer Letter

\_\_\_ Form W-4

\_\_\_ Form DE-4

\_\_\_ Form I-9

\_\_\_ Emergency Contact Information

\_\_\_ Employee Handbook and Acknowledgement

\_\_\_ Health/Benefit Forms (for employees working 1000 hours per year or more

\_\_\_ Personal Chiropractor or Acupuncturist Designation Form

\_\_\_ Personal Physician Designation Form

\_\_\_ Direct Deposit Form

\_x\_ Property Return Agreement (Included w/ orientation)

# I have received for my information:

\_\_\_ Sexual harassment Information/Safeguarding God’s People

\_\_\_ Health Insurance and Benefits Information/retirement

\_\_\_ Workers’ Compensation Information

\_\_\_ Notice to Employees

\_\_\_ Paid family Leave Pamphlet

\_\_\_ State Disability Insurance DE- 2512 Pamphlet

\_\_\_ California Programs for the Unemployed (if church provides)

\_\_\_ EAP/CIGNA Pamphlet (if applicable)

\_\_\_ Holidays for Current Year

\_\_\_ Reporting Structure Chart

\_\_\_ Phone Directory (provided at 1st staff meeting attended)

\_\_\_ Memo on setting up and usage of Voice Mail

# Property Return Agreement. I have received the following items, and I agree to return them to my employer at the termination of the employment relationship:

\_\_\_ Keys: Number of keys

Keys Open:

\_\_\_ Credit Card: Card Number

\_\_\_ Uniform

\_\_\_ Other

\_\_\_ Other

**Please read and sign:**

***I have been informed about each of the topics I have initialized, and have had all of my questions answered to my satisfaction at this time. I understand that any additional questions about the topics covered during this orientation should be directed to my supervisor.***

Employee’s Signature Date

Signature of Person Conducting Orientation Date