

APPENDIX H: NEW HIRE POLICY

W-4 Form	Return Immediately
New Hire Form	Return Immediately
I-9 Form	Return Immediately
Internet and E-Mail Use Policy	Return Immediately
Direct Deposit Authorization Agreement	Return Immediately
Dues Deduction Authorization	Return Immediately (Dispatch, DPS & DPW Employees)
Authorization for release info	Return Immediately
Emergency Contact Sheet	Return within 15 days of hire
Health Insurance Application	Return within 15 days of hire
Dental Insurance Application	Return within 15 days of hire
Section 125 Flexible Benefit Plan	Return within 15 days of hire
WRS Enrollment Form	Return within 15 days of hire
Life Insurance Enrollment Form	Return within 15 days of hire
Beneficiary Designation Form	Send in directly to address on form
Deferred Compensation	See Director of Finance and Administration
Employee Handbook	Return acknowledgement within 15 days of hire
Code of Ethics and Conflict Statements	Return acknowledgement within 15 days of hire
ING Retirement Information	See Director of Finance and Administration
North Shore Bank Retirement Information	See Director of Finance and Administration