

## Processing New Employees

<b>Objective:</b>	To establish the procedure for processing new employees	<b>Policy/Procedure Number:</b>	02-04
<b>Reference:</b> (All applicable federal, state, and local laws)	Memo of September 27, 1977 to all department heads; memo of June 16, 1981 from Commissioner of Personnel	<b>Effective Date:</b>	January 12, 1981
<b>Legislative Policy Statement:</b>		<b>Responsible Department:</b>	Personnel
<b>General Information:</b>		<b>Modified Date (s):</b>	June 15, 1993; October 7, 2003
		<b>Resolution No.:</b>	207
		<b>Next Scheduled Review:</b>	

### I. Definitions:

**II. Policy:** It is desirable to establish clear and consistent practices for hiring County employees.

**III. Procedure:**

**A.** A new employee (including unclassified and exempt employees) may NOT be hired by any department until a completed and approved application is on file with the Personnel Department. Under no circumstances is a department head authorized to allow an employee to begin work prior to approval from the Personnel Department.

**B.** As soon as the selection of a new employee is complete, the department head must fill out and forward to the Personnel Department in triplicate the report of Personnel and Supplementary Payroll Certification (MSD 428A available from the Personnel Department). The effective date must be the first day the employee actually reports time under Code 1, regular time.

**C.** All new employees appointed on a permanent, contingent permanent, provisional or temporary indefinite basis must attend orientation at the Personnel Department prior to or on the first day of employment. Orientation must be scheduled with the Employee Benefits Manager.

**D.** Employees appointed on a temporary, under 120 days, or seasonal basis employees need not attend orientation. However, the following forms must be completed and forwarded to Personnel within the employees first five days of employment:

- Article 15 Member Registration Form for the New York State Employees' Retirement System, for those employees eligible to participate in the retirement program or appropriate declination form where permitted.
- Immigration form I-9 with copies of appropriate identification.
- New York State and Federal tax withholding forms.