

**DOC**Oregon
Department
of Corrections

NEW HIRE CHECKLIST

Employee Name _____ Date _____

Select Type:

- ☐ New Employee
☐ Temporary Employee

Prior to First Day

<input type="checkbox"/>	Salary Exception Memo CD1516
<input type="checkbox"/>	Send Hire Letter
<input type="checkbox"/>	New Hire Packet
<input type="checkbox"/>	Temp New Hire Packet
<input type="checkbox"/>	LEDS - Criminal History Check
<input type="checkbox"/>	PREA Disclosure Form
<input type="checkbox"/>	Obtain Keys/Fob/Instructions
<input type="checkbox"/>	Name Tag CD1365
DPSST Forms - Security Only	
<input type="checkbox"/>	DPSST Personnel Action Report, F-4
<input type="checkbox"/>	DPSST Criminal Justice Code of Ethics, F-11
<input type="checkbox"/>	DPSST Memorial Fund - Beneficiary Designation
HR Personnel Records	
<input type="checkbox"/>	New Hire Letter
<input type="checkbox"/>	Application
<input type="checkbox"/>	EEO Self Report Form
<input type="checkbox"/>	Conditions of Temporary Appointment CD412
<input type="checkbox"/>	Personnel Action Form CD1518
<input type="checkbox"/>	I-9 Form (Completed by Day 3)
HR Recruitment	
<input type="checkbox"/>	Return Dispositions of Hiring Lists
Information Technology Systems	
<input type="checkbox"/>	User Authorization Form
<input type="checkbox"/>	Telephone Set Up
<input type="checkbox"/>	Communications Device Request CD1503
<input type="checkbox"/>	RSA Token CD1579, In "Other" line specify: "LEDS, Outlook Web and/or VPN)"

Important Health Benefits Information:

Health benefits begin the first day of the first full month after the employee is hired and the employee has enrolled online or the enrollment forms have been submitted to payroll. If the employee is hired on the first and turns in their forms, their coverage will be in affect the first of the following month.

First Day*Supervisor Discuss with Employee***Office Orientation**

<input type="checkbox"/>	Introduction to Staff, Desk, Facility
<input type="checkbox"/>	Access to Building
<input type="checkbox"/>	Telephone Operation and Password
<input type="checkbox"/>	Computer Log-on, Navigating
<input type="checkbox"/>	Update iLearn Profile
<input type="checkbox"/>	Parking
<input type="checkbox"/>	Supplies
<input type="checkbox"/>	Security Regulations
<input type="checkbox"/>	Job Safety

Job Duties

<input type="checkbox"/>	Review Position Description and Expectations
<input type="checkbox"/>	Work Schedule
<input type="checkbox"/>	Leave Requests
<input type="checkbox"/>	Travel Reimbursement Policy - DOC 30.4.1
<input type="checkbox"/>	Travel Expense Detail Sheet CD1483
<input type="checkbox"/>	Request to Use Private Vehicle

Pay and Benefits

<input type="checkbox"/>	Pay and Pay Periods
<input type="checkbox"/>	Timesheet
<input type="checkbox"/>	DOC Paydays
<input type="checkbox"/>	DOC Holidays
<input type="checkbox"/>	PEBB - Full-time Employee, Part-time Employee
<input type="checkbox"/>	PERS
<input type="checkbox"/>	W-4 Form
<input type="checkbox"/>	EAP

DOC Property Issued by Supervisor

<input type="checkbox"/>	Employee Assigned Property Tracking CD1489
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Specific to Position

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

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- ☐ Patient Protection - ACA New Hire Form CD1704
- ☐ Emergency Notification CD1510
- ☐ Report of Family Relations CD1055
- ☐ Code of Ethics CD1382
- ☐ ID Card Request Form CD672D
- ☐ DOC Notice of Employee/Client Relationship CD1472
- ☐ Signed Position Description

HR FMLA/OFLA

- ☐ DOC Offer of Hepatitis B Vaccination CD1398

Payroll

- ☐ PERS Employee Certification Form CD1328D
- ☐ IAP Pre-Retirement Designation of Beneficiary
- ☐ Assurant Insurance Information Form
- ☐ Direct Deposit Form

Fiscal Services**Accounting/Contracts/Purchasing/Trust**

- ☐ AFAMIS Authority Level Approvals CD1439
- ☐ SPOTS Card Application Form 75.55.02.F.4
- ☐ Voyager Card CD1500
- ☐ Contracts Signature Authority CD1528
- ☐ ORPIN
- ☐ Zephyr & DAS Systems Security
- ☐ Datamart/Hyperion/OSPS/SFMA - Link
- ☐ TAG
- ☐ Treasury - Link

DPSST Forms - Security Only

- ☐ DPSST Personnel Action Report, F-4
- ☐ DPSST Criminal Justice Code of Ethics, F-11
- ☐ DPSST Memorial Fund - Beneficiary Designation

Employee Policy Review

- ☐ Mission/Vision/Values /OAM
- ☐ Affirmative Action Plan
- ☐ DOC 10.1.7 Secure Storage of Personal Handguns and Ammunition
- ☐ DOC 20.1.2 Code of Ethics
- ☐ DOC 20.1.3 Code of Conduct
- ☐ DOC 20.1.4 Compliance with the Federal Gun Control Act of 1968
- ☐ DOC 20.5.16 ADA and Reasonable Accommodation
- ☐ DOC 20.6.1 Promotion and Maintenance of a Respectful Workplace
- ☐ DOC 40.1.13 Prison Rape Elimination Act
- ☐ Employee PREA Acknowledgement Statement
- ☐ DOC OAR Rule #5 Network and Information System Access and Security
- ☐ DOC OAR Rule #39 Release of Public Information
- ☐ DOC OAR Rule #70 Records Management
- ☐ DOC OAR Rule #86 Inmate Access to Automation
- ☐ DOC 60.1.1 Acceptable Use of Electronic Information Systems
- ☐ DOC 60.1.2 Electronic Mail, Internet Usage, and Computer Investigations
- ☐ Your Rights Under the Family and Medical Leave Act of 1993

Other

- ☐ Union orientation

First Month

- ☐ New Hire Policy Signature Page (personnel & working file)
- ☐ Final Interview with Director (Salary Ranges 23+)

Employee Signature_____
Supervisor Signature



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NEW HIRE CHECKLIST

Supervisor's Working File

Supervisors working files can include but are not limited to:

- Letters of commendation (for current employment)
- Performance appraisals/feedback
- Other documentation of employee performance (e.g. letters of expectation, notes from counseling, and work improvement plans)
- Disciplinary action (e.g. reprimands, suspensions, and demotions)
- Emergency notification form
- Employee assigned property tracking form
- Personnel checklists

Other items that could be included:

- PD100 or employment application, resume, appointment letter
- Personnel action forms
- Home address/telephone numbers
- Training records
- Notice of layoff
- Letters of resignation
- Grievances
- Complaints
- Correspondence

Information that should NOT be part of the Supervisors working files:

- Medical records (e.g. pre-employment physicals, physician statements, release to work documents, disability limitations related to job assignment and hearing test records.)
- Other employee information - Employees generally have no right to review notes which concern other employees.
- Reference checks - Employees usually have no rights to review references provided by former employers.
- Investigations - Employee access to drafts of investigatory reports and related information may be denied.