

POLICY # A1-3.4

NEW EMPLOYEES

ALL EMPLOYEES

It is the intent of the Town of Wayland that all new employees selected to fill vacant positions have an orderly transition into their new position.

Pre-employment Medical Examinations

All recommended candidates for regular positions are required to submit to and pass a pre-employment medical examination conducted by a Town-designated physician. The purpose of the examination is to determine whether the candidate is able to perform the essential functions of the position.

All recommended candidates for positions that require Commercial Drivers Licenses (CDLs) must pass mandatory Department of Transportation (DOT) pre-employment screenings.

Starting Dates

Upon the successful completion of all required pre-employment conditions, Human Resources will notify the appointing department or department head that start dates can be established for new employees. Under no circumstances may new employees begin working until the results of the medical examination, DOT screening and background check have been received and successfully passed.

Department heads are responsible for preparing and submitting the Payroll Change Authorization Form (PCA) to Human Resources. PCAs are required to place new employees in the payroll system. New employees cannot be paid unless a PCA is approved and on file.

Orientations

All newly hired regular full-time and part-time employees will meet with representatives from Human Resources and Benefits for an orientation during their first week of employment. The orientation is intended to provide new employees with pertinent information relative to their employment with the Town. During the orientation new employees will be asked to complete a voluntary self-identification form (Attachment A) in order to assist the Town in fulfilling its EEO reporting obligations.

New employees will be provided with information regarding their position, probationary period, performance evaluation, benefits, COBRA rights, rules regulations and policies. Employees will be required to complete forms regarding tax withholdings, employment eligibility, retirement, etc. that must be completed for payroll purposes. New employees are encouraged to ask any questions they may have regarding their employment, benefits eligibility, expectations or Town government.

Department Heads are responsible for providing new employees with information specific to their department. Such information may include work hours, uniforms, performance expectations, procedures, and departmental rules and regulations. Safety procedures and training on equipment operation should be part of the departmental orientation. Department personnel are expected to introduce new employees to co-workers, other Town employees and any applicable external contacts that may be needed to perform the duties of the position.

Personnel Board Approved: October 16, 2006

**NEW EMPLOYEE POLICY - ATTACHMENT A
TOWN OF WAYLAND
VOLUNTARY SELF IDENTIFICATION FORM**

The Town of Wayland is committed to its policies regarding Equal Employment Opportunity. Discrimination based on race, sex, color, ethnicity, age, sexual orientation, disability, religion, national origin, marital status, ancestry, handicap or veteran status is strictly prohibited under Town policies. In order to assist the Town in monitoring its commitment to these principles you are encouraged to self-identify with regards to the following categories. All information will remain confidential. Your cooperation is appreciated.

Name: _____

Sex: Male Female

Ethnic Origin: Asian or Pacific Islander – All persons having origin in the peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.

Black – All persons having origins in any of the black racial groups of Africa.

Cape Verdean – All persons having origins on the Cape Verdean Islands.

Hispanic – All persons of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin regardless of race.

Native American or Alaskan Native – All persons having origin in any of the original people of North America maintaining cultural identification through tribal affiliation or community.

White – All persons having origin in any of the original peoples of Europe, North Africa or the Middle East.

Disabled: Yes No

Veteran: Yes No

Vietnam Veteran: Yes No
(1962 – 1975)

Disabled Veteran: Yes No