

TOWN OF MILFORD

DEPARTMENT OF HUMAN RESOURCES



NEW EMPLOYEE CHECKLIST - YOUTH

Name: _____
 Date of Hire: _____
 Position: _____

FT/PT: ___ PT ___ FT ___ Seasonal ___ Intern
 Class: ___ Non-Union
 Pay: ___ Hourly

Done	N/A	DEPARTMENT - EMPLOYMENT
		Application
		Auth to release info for Ref Check (18+)
		Criminal Record Check (only if 18+)
		DMV (if driving on behalf of the Dept)
		EEO form - Voluntary Self ID
		I-9 - 2 forms of ID (If not to HR within first 3 days, EE CANNOT WORK. Must see original documents. Copy docs and attach to I-9 before sending to HR)
		Job Description - signed
		License, copy of (if applicable)
		Offer Letter
		PR Status Change (Copy to Kathy)
		Reference check ___ Written ___ Verbal ___ by Dept
		Resume
		Second Injury Fund (if not meeting with HR)
		Town Website/HR (if not meeting with HR)
		W4 (or M4 if Massachusetts) https://www.irs.gov/pub/irs-pdf/fw4.pdf

Done	N/A	DEPARTMENT YOUTH EMPLOYMENT	N/A
		Parental Permission (RSA 276-A:VIII and LAB 1002.02)	
		Verification of Adequate Health of Child	
		Youth Certificate (RSA 276-A:5 and LAB 1001.04)	
		http://www.gencourt.state.nh.us/rules/state_agencies/lab1000.html	
		12-15 yr. olds, Youth Certificates due within 3 days of first day of employment. RSA 276-A:5 – Request for Certificate	
		https://www.nh.gov/labor/documents/employer-request-child-labor.pdf	
		16-17 yr. olds, Parental Permission Form due prior to or on first day of employment. RSA 276-A:4,VIII	
		https://www.nh.gov/labor/documents/parental-permission.pdf	
		REMINDER: Youth Work Schedules Need to be Posted	

Done	N/A	Human Resources
		Direct Deposit Form
X		EE Cklist
		EE Manual - Receipt of Handbook (signature/location)
		Emergency Contact Form
		Employment At Will
		JMLC Book - Safety Manual - Receipt of Manual (signature/location)
		New Hire Enrollment Form
		Offer Letter (if not done by Dept)
		Second Injury Fund
		Social Security (Individual)
		Town Website/HR

Done	N/A	Policies - HR Reviewed w/Employee
		Administrative Leave
		AIDS & AIDS Related Conditions
		Bereavement Leave Policy
		Disciplinary Process & Appeals
		Drug Free Workplace Policy
		EEO & Non-Discrimination Policy
		Electronic & Telephone Communication Policy
		Email Policy
		Employee Badges Policy
		Employee Performance Review
		Employment of Relatives Policy
		Ethics Policy
		Exit Interviews Policy
		FMLA Policy (if working 1250 hrs/yr)
		Grooming Policy
		Harassment Policy (signature)
		Hiring Process and Criminal Record Checks
		Inclement Weather Policy (signature)
		No Smoking Policy
		Policy on Work Hrs & OT-Acknowledgement (Not applicable to REC Seasonal)
		Safe Harbor Policy (Exempt EE's)
		Seat Belt Policy
		TimeClock Policy (signature)
		Use of Town Vehicle
		Workplace Violence Procedure Policy (see JLMC Manual)

If Department Head goes over any of the above, please check off

I acknowledge that the items listed above have been reviewed and discussed. I am aware that any questions may be brought to the attention of the HR Director.

Employee Signature _____

Date _____