


LAPEER COUNTY COMMUNITY MENTAL HEALTH

Date Issued 07/31/2000

Date Revised 03/20/12; 06/23/21

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 150
SECTION Personnel		DESCRIPTION New Employee Procedures	
WRITTEN BY Jackalyn Anderson, M.B.A.	REVISED BY Amy Morrison, B.S. Human Resources Manager	AUTHORIZED BY  Lauren Emmons, ACSW CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) complies with Lapeer County policy, administrative law, tax codes, case law, etc., which require all employers to establish a comprehensive personnel record keeping system.

STANDARDS:

- A. LCCMH has established a consistent practice of processing newly hired employees to ensure all relevant documents are placed in the personnel file and the employee is advised of appropriate information.
- B. All new LCCMH employees will be required to go to the Lapeer County Payroll office to meet with the county's personnel representative prior to beginning their duties.
- C. No individual is considered a County of Lapeer employee or placed on payroll until they have received a clearance from the Lapeer County's Payroll Department.

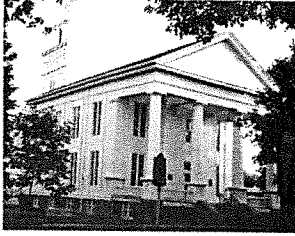
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PROCEDURES:

- A. After acceptance of employment offer and satisfactory physical examination, the LCCMH Human Resources (HR) department will advise the new hire of the County Payroll Office's new-hire orientation meeting schedule and the requirement to attend one of these sessions prior to beginning work. The HR staff will contact the Lapeer County Payroll Office to reserve a time.
- B. The Lapeer County Payroll Office staff will ensure required documents are completed and placed in the County's personnel file. The Lapeer County Payroll staff will be requested to make copies of these documents to be forwarded to LCCMH.
- C. The Lapeer County Payroll Office staff may have the employee sign for the receipt of County Personnel Policies and forwards a copy of this document to LCCMH.
- D. The Lapeer County Payroll Office staff will advise the newly hired person regarding retirement planning, health insurance plans, and optional benefits.

AM:lr

This policy supersedes
#07/00038 dated 07/31/2000.



MICHIGAN'S OLDEST COURTHOUSE

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Memo

TO: All Judges, Elected And Appointed Department Heads
FROM: Craig D. Horton,
County Finance Director
DATE: August 10, 2004
RE: "New" Employee Orientation

All newly hired employees must attend an employee orientation meeting, prior to starting their first day of work. This is essential to assure that the county is complying with all federal, state and local rules and regulations. A new employee is not a county employee until after they have attended an orientation session and therefore will not be added to the payroll process. (Note: Employee's date of hire on PAR should be effective after orientation). In summation, payroll will be unable to prepare a paycheck for any individual who has not gone through the orientation process.

Attached is a copy of the "Personnel File Check List". The first four items on the list must be completed and submitted at/or before the orientation session. Without these items, an orientation will not take place.

Due to the growth of the county and the number of personnel employed, we can no longer stop what we are doing (i.e. payroll) to process one new employee. In an attempt to maximize the efficiency of this office, we have implemented the following orientation schedule:

NON-PAY WEEKS

By Appointment Only

PAY WEEKS

By Appointment Only As Follows:

Thursdays	2:00 p.m.
Fridays	10:00 a.m.

A representative from your department must schedule all orientation sessions with the Payroll Benefits Coordinator, who will need to be notified how many people will be processed, what bargaining unit they will be associated with, what **type** of employee they will be (i.e. hourly, part-time, etc.), and what day they will start work. Each session will last approximately one hour.

If you have any further questions, please feel free to contact this office.

CH:lh

PERSONNEL PROCEDURE (New Hires)

Department will call payroll and make appointment for all new hire orientations. (Refer to 8/10/04 "New Employee Orientation" memorandum).

Employees are to bring the following materials to the orientation session:

- a. **PAR** (Personnel Action Required) signed by Department Head
- b. Completed **Physical** from McLaren Occupational and Convenience Care Center or other County designated health facility.
- c. **Completed County Application**, Parts 1 and 2
- d. Copy of Employment Contract, if applicable

Employee will receive the following information:

- a. **I-9 Form** (requires copy of Social Security Card, Driver's License or Birth Certificate, Passport, or Blue Card (formerly Green Card immigration status).
The employee must submit a minimum of two of the above.

b. **Tax Forms**

1. Federal Income Tax (W-4)
2. State Income Tax (W-4)
3. City Income Tax

c. **Health / Life Insurance Benefits**

1. BC/BS – CMM/PPO or Traditional
2. Blue Care Network (HMO)
3. HealthPlus (CMH only)
4. MEBS – (AFSCME only)
5. Option 125 (Cafeteria Plan)
6. Opt-Out Form (if applicable)
7. Life Insurance
8. MERS (Municipal Employees Retirement System)
9. Union Notification (if applicable)
10. Workers Compensation Policy / Procedure
11. Sexual Harassment Policy / Procedure
12. COBRA Information for Employee's Spouse
13. Employee Right to Know Policy
14. Direct Deposit
15. Deferred Compensation (457 Plans)
16. United Way

Dental / Vision Prescription Drugs

d. **Michigan New Hire Reporting Form**

e. **Schedule of Benefits** (i.e., Sick-Vacation-Personal-Holidays)

**Copies of all forms and procedures are attached to full-time Employee Orientation Packets*

(Rev. 8/10/04)

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