NEW EMPLOYEE ORIENTATION

COLE COUNTY
MISSOURI
Working together for a better tomorrow
Welcome to employment with Cole County! We are excited that you have made the decision to join our team.

This orientation is meant to introduce you to your new environment, provide you with valuable resources and help supply information about critical policies and benefits offered to Cole County employees.

You may navigate through this orientation and view any links to additional information along the way. If you have any questions, please contact HR or the department head/elected official in your office.
This is a comprehensive list of the forms to be completed & submitted to HR by all new PART-TIME employees (as well as some important notices). You may click on each form name to print from this page or you may print individually from the pages that follow which offer additional information.

### GENERAL FORMS, REQUIRED
1. Federal Withholding W-4
2. State Withholding W-4
3. Direct Deposit Authorization
4. Employment Eligibility Verification I-9 Form & E-Verify
5. Acceptable Use Policy
6. Personnel Policies Handbook Form
7. Emergency Contact Information Form
8. CERF 1,000 Hours Automatic Enrollment Acknowledgement Form

### NOTICES
9. EAP (Employee Assistance Program)
10. Workers Compensation- Reporting Injury
11. Health Care Reform Notice

*Prenger Family Center employees are not eligible for CERF
Participation is REQUIRED and these forms MUST be completed by all new PART-TIME employees and returned to HR.
Complete your Federal W-4, referring to a site such as this one if you need assistance.
Complete your Missouri W-4, referring to a site such as this one if you need assistance.
Notes/Instructions:

- Cole County employees are paid by direct deposit only. You may elect to deposit your net check into one account or two different accounts.

- Complete this form and attach a voided check(s) or letter from your bank with account and routing number.

*Click on the form to your right to (re)print.*
New employees must provide two (2) forms of identification, one of which must be a photo ID. A list of acceptable ID’s can be found on the last page of this form.

Under federal requirements, these ID’s must be original documents.

Instructions to complete your I-9 can be found here.
FORM #5: ACCEPTABLE USE POLICY

Notes/Instructions:

- Sign and date this form to acknowledge that you understand and agree to use County internet and email for lawful purposes only.

Looks similar to this:

COLE COUNTY
ACCEPTABLE USE POLICY
INTERNET/EMAIL

The County views the legitimate use of the Internet and email systems as promoting a wholesome and productive environment in which to work and conduct business. This policy is designed to encourage the use of the Internet and email systems in a manner that is consistent with these goals. Department directors may provide access to Internet and email systems to their department staff. This capability will be provided on an as-needed basis and is a privilege, not a right.

Employees may use email and Internet services for business and acceptable purposes only. Unlawful and unacceptable purposes include, but are not limited to:

- Any illegal, obscene, lewd, excessively violent or similar activity, or any activity that could reasonably be expected to be detrimental to the interests of the County.
- Unauthorized access to another’s system.
- Unauthorized use of computer facilities, including attempts to: access, read, delete, alter or create files, or to access, read, delete, alter or create electronic mail or e-mail.
- Unauthorized or excessive use of Internet resources for personal gain.
- Use of computer terminals for recreational or non-work related computer use.
- Inappropriate use of the Internet or email systems.
- Use of computer systems for political purposes.
- Use of computer systems for political purposes.
- Use of computer systems for political purposes.

Department directors may review any and all data, information or computer files stored in or sent to or from computer systems or equipment purchased or acquired by the County in their department. Employees discovered violating any provision of this policy may be subject to discipline by their Department Director including termination of employment.

Employees, contractors, volunteers, and other individuals agree to defend, indemnify and hold harmless Cole County from all liabilities, claims and expenses, including attorney’s fees, arising as a result of any breach of this User Policy or any illegal, unlawful or unauthorized use of Cole County services, networks or systems.

Signature: __________________________  Date: __________________________

First Name: __________________________

REQUIRED FORM
*Click on the form to your right to (re)print.
Sign and date this form to acknowledge receipt of the Cole County Personnel Policies Handbook. (You may print this handbook if you wish, but it is not necessary; it will always be accessible online.)
Complete this form so the County has a record of who to contact in case of emergency.

YOU MUST PROVIDE AN EMAIL ADDRESS. You may use your County-issued or personal email address, but be advised that your check stub for each payroll will be sent to the email address you provide on this form.
Notes/Instructions:

- Part time employees working in excess of 1,000 hours (but less than 2,000 hours) in a calendar year will be automatically enrolled in the CERF Retirement Plan and will contribute 6.7 percent of their gross salary per pay period.

- After you enroll in CERF, you will remain in CERF until you terminate County employment for a period greater than 30 days.
These notices are informational and do not require completion of a form; it is the responsibility of the County to make all new PART-TIME employees aware of these rights, responsibilities and procedures.
NOTICE #9: EAP (EMPLOYEE ASSISTANCE PROGRAM)

Notes/Instructions:

- The County pays for an Employee Assistance Program through Capital Region Medical Center. It offers assessment, short-term counseling, referral and follow-up services for employees and their family members.
NOTICE #10: WORKER’S COMPENSATION

Notes/Instructions:

• County provides services to those who have been injured on the job or exposed to occupational disease arising out of and in the course of employment.

• If you are injured on the job, you must follow the County Workers’ Compensation Injury Reporting Guidelines.

[Image of Workers’ Compensation form with information]

INFORMATIONAL ONLY
*Click on the form to your right to (re)print.
NOTICE #11: HEALTH CARE REFORM

Notes/Instructions:

- County provides notice of the Health Care Reform Law to all new employees of the County.
- More information on the Health Care Reform Law and the Marketplaces is available here.
Thank you for your time. If you have unresolved questions, please contact the HR Office:

(573) 634-9109

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