NEW EMPLOYEE ORIENTATION
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 FULL-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

### RETIREMENT PLAN FORMS, REQUIRED
8. Missouri LAGERS Retirement Plan
9. CERF Retirement Plan*
   - Beneficiary Designation Form

### INSURANCE FORMS, OPTIONAL
10. Health Insurance
11. Dental/Vision/Life Insurance
12. Supplemental Insurance

### OTHER DEDUCTIONS, OPTIONAL
13. Cafeteria Plan
14. 457 Deferred Compensation

### NOTICES
15. EAP (Employee Assistance Program)
16. Family Medical Leave Act
17. Workers Compensation- Reporting Injury
18. 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 FULL-TIME employees and returned to HR.
Notes/Instructions:

- Complete your Federal W-4, referring to a site such as this one if you need assistance.
Notes/Instructions:

- Complete your Missouri W-4, referring to a site such as this one if you need assistance.

Notes/Instructions:

- 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.

Looks similar to this:

**FORM #3: DIRECT DEPOSIT AUTHORIZATION**

- Enter Social Security Number
- Enter First Name
- Enter Middle Name
- Enter Last Name

- Enter routing number
- Enter Account Number

- Attach voided check or letter from your bank

**REQUIRED FORM**

*Click on the form to your right to (re)print.*
Notes/Instructions:

- 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.
Sign and date this form to acknowledge that you understand and agree to use County internet and email for lawful purposes only.
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.
Participation is REQUIRED and these forms MUST be completed by all new FULL-TIME employees* and returned to HR.

*Please note that employees of the Prenger Family Center are not eligible for the CERF Retirement Plan and will not need to complete Form #10.
Six-month waiting period, starting with the first full month of employment.

To be vested, you must earn five years of service credit.

To view a summary of County retirement plans/options, click here. To get more information from the MO LAGERS website, click here.
Notes/Instructions:

- No waiting period; begins first day of employment.
- To be vested, you must earn eight years of service credit.
- Offers $10,000 death benefit as long as you are employed by the County.
- To view a summary of County retirement plans/options, click [here](#). To get more information from the CERF website, click [here](#).

**REQUIRED FORM**

*Click on the form to your right to (re)print.*

You must fill out BOTH forms - the enrollment form & the beneficiary designation form.
While enrollment in the following programs is at the OPTION of the employee, all new FULL-TIME employees are REQUIRED to complete and return these forms to HR (with an indication that you wish to waive participation, if desired).

Please note that if you do not return these forms upon being hired, you will NOT be eligible to sign up until open enrollment in late fall unless you have a qualifying event.

Medical/Dental/Life Insurance policies have a one-month waiting period beginning with the first full month worked (e.g. hired 1/15/2000, benefits would begin 3/1/2000).
Notes/Instructions:

- Click here for information on current health insurance offerings.

- The County pays the monthly premium for employee health insurance; any additional person(s) added to the policy are at the expense of the employee with a small input paid by the County.

- If you select the High Deductible Plan, the County deposits the difference in cost between the two plans into your Health Savings Account.

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REQUIRED FORM

*Click on the form to your right to (re)print.
Click here for info on the current dental/vision/life insurance offerings.

The County pays the monthly premium (employee only) for both dental and basic life AD&D insurance; any additional person(s) or policies added will be at the expense of the employee.

The premium for vision insurance, both for the employee and any additional person(s) added to the policy, are at the expense of the employee.
The County utilizes American Family Life Assurance Company of Columbus (AFLAC) for supplemental insurance needs.

There are many policies the employee may purchase with AFLAC such as Accident, Specified Health Event, Cancer/Specified Disease, Short Term Disability and Long Term Care among others.

For additional information and/or quotes, please contact Leslie Verslues with Wallstreet Group:

lesliev@wallstreetins.com
(573) 636-3222
OTHER DEDUCTIONS

These deduction forms are OPTIONAL. Employees are NOT required to complete and return these forms to HR unless they wish to participate.
The Cafeteria Plan is a tax-advantaged plan that allows employees to use pre-tax dollars to pay for certain benefits expenses, unreimbursed medical expenses, child care expenses, and others. You can find additional information here.
A 457 Deferred Compensation plan is a retirement plan that allows employees to put aside money from each paycheck toward retirement (similar to a 401k).

Since 2011, the County Employees Retirement Board has matched employee contributions at 50 cents on the dollar up to 6% of annual pay, but the match money is subject to annual evaluation. No match is guaranteed and the vesting period for the match money is five years.

To view a summary of County retirement plans/options, click here.
These notices are informational and do not require completion of a form; it is the responsibility of the County to make all new FULL-TIME employees aware of these rights, responsibilities and procedures.
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
The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. You can find more information here.
NOTICE #17: 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.

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COLE COUNTY
WORKERS’ COMPENSATION INJURY REPORTING GUIDELINES

LIFE OR LETHAL THREATENING INJURIES:
Send employee directly to the Capital Region Medical Center Emergency Room at 1125 Madison Street, Jefferson City, MO 65101.
Report the incident to the Cole County Commission Office as soon as possible:
Cheyenne Kirkner: (573) 834-9201 (office)
Debby Matzen: (573) 834-9202 (office)

NON-LETHAL OR NON-LETHAL THREATENING INJURIES:
During regular business hours – Prior to seeking medical attention, contact the Cole County Commission Office:
Cheyenne Kirkner: (573) 834-9205 (office)
Debby Matzen: (573) 834-9202 (office)
Outside regular business hours – Prior to seeking medical attention, contact Debby Matzen:
Debby Matzen: (573) 834-7101 (cell)

CLINIC LOCATION:
Capital Region Corporate Health Clinic:
5300 West Edgewood, Jefferson City, Mo 65101
Phone: 844-4781
Hours: 7:20am-4:30pm Monday through Friday

Notes: All medical care must be initiated through the Cole County Commission or a case manager. Employee seeking care for injuries not reported to their supervisor and Cole County Commission may be held responsible for charges incurred from the provider(s).
An Employee Report of Accident must be completed prior to obtaining medical care. In cases of emergency, it should be completed as soon as possible.
NOTICE #18: 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

Debbie Malzner (dmalzner@colecounty.org)  
Chelsea Kirchner (ckirchner@colecounty.org)