

APPLICANT AND NEW HIRE PROCEDURES

After you have interviewed the applicant and offered them a position, send them for drug testing and complete the Investigative Consumer Report.























Call WorkSmart (556-6320) to schedule drug screen/physical.

Send Investigative Consumer Report (attached to application) request to Malinda McGriff at Sheriff's Dept.

Applicant is offered position as long as history and drug screen prove acceptable.









After the above is completed; give employee a New Hire Packet to complete.

New Hire Packet should include:

-  Employee Handbook
-  Post offer medical Inquiry
-  Drug consumption questionnaire
-  Employment Eligibility Verification (I-9)
-  Emergency Contact Form
-  MVR Request Form
-  W-4 (Federal Tax Withholding Form)
-  G-4 (Georgia Withholding Form)
-  Direct Deposit
-  Anti-Harassment Policy
-  Worker's Compensation Procedures
-  Worker's Compensation Official Notice and Bill of Rights
-  Drug-free Workplace Policy
-  Consent for Search of clothing, etc. Form
-  Consent for Release of Medical Info Form
-  Vehicle Policy
-  Credit Card Policy
-  Education Policy
-  Electronic Policy
-  Clean Air Ordinance
-  Travel Policy
-  Acknowledgement Form

Additional information may be added as needed.

Employee should turn completed forms in to the Department Head at which time the following forms should be attached:

-  MVR Results
-  Criminal History Results
-  Drug screen/Physical results
-  Payroll Change Notice – Acceptable PCN's will include:
 -  Effective Date as the Hire Date
 -  Department Name
 -  Approval Signature(s)
 -  Employee's Full Name

- ❖ Full Address
- ❖ Social Security Number
- ❖ Date of Hire
- ❖ Title
- ❖ Birth Date
- ❖ Ethnicity Information
- ❖ Phone Number

Each new employee will attend an orientation meeting, held quarterly at the Special Meetings Building adjacent to the pool unless otherwise noted. Please stress the importance of attending the orientation as this is the time that most will sign up for their optional insurance coverages.

If an employee misses the small window of signup opportunity there is no other time to sign up until Open Enrollment which is held in August.

The following topics will be discussed:

- Retirement
- Supplemental Coverage (Dental, Short-Term Disability, Life, etc.)
- Medical Insurance
- Safety
- County Policies and Procedures

If you have any questions, please call Karen or Vickie at 386-7970.