



ONBOARDING CHECKLIST

*Copy to Payroll *Electronic Employee Benefit File

PRE-EMPLOYMENT

- PAF Initial Hire
- Onboarding Email
- HRIS Employee Info
- Network Login/Email/Phone
 - Keycard (City Hall Employees)
 - Gas ID (Police, Fire, Field Staff)
- Oath of Office (City Clerk)
- Teamsters Orientation Email
- Training Systems (Vector, Pinpoint)
- Life Insurance Spreadsheet
- Performance Evaluation Schedule

EMPLOYMENT

- MOUs (Online)
- Conditional Offer Letter (Signed)
- I-9
- W-4***
- EEOC-4***
- Direct Deposit***
- San Bruno Identification Card (x7100)
- Emergency Contact***
- Social Security Number Verification
- Job Not Covered by Social Security

BENEFITS

- Life Insurance** (City-Sponsored)**
 - Supplemental Life Insurance
- CalPERS Enrollment Form****
- Employee Death Benefit* (Final Paycheck)**

POLICIES

- Administrative Regulations Acknowledgement
- COVID-19 Vaccination and Testing Policy
- Non-Work Activity Waiver & Release
- Mandated Reporter
 - Acknowledgement Form + Certificate**
- Form 700 (for Mid-Management, Public Safety Mid-Management, Management, Unrepresented)
- Hepatitis B Vaccine (See List)
- DMV Pull Notice Authorization Form (City Vehicle Drivers and/or Class B License Holders)**
 - Enroll in DMV Pull Notice + FMCSA**
- Alcohol and Controlled Substances Policy (Class B)
- Drug and Alcohol Testing Handbook (Class B)
- DOT Release of Information from Previous Employer (Existing Class B)

HEALTH PLANS

- Master Enrollment Form***
 - Email to NWA/Teamsters**
 - Dependents: Marriage License & Birth Certificate(s)
- Medical**
 - Kaiser (HMO)
 - Blue Cross (PPO)
- Dental**
 - DeltaCare USA (HMO)
 - Pacific Union (HMO)
 - Teamsters Dental (PPO)
- Prescription**
 - OptumRX 100% Prescriptions
 - Co-Pay
- Vision – VSP (No form)**
- Opt-Out**
 - “Right to Decline Coverage” Form
 - Proof of Coverage

TRAINING

- Preventing Workplace Harassment
- ICS 100 + ICS 700
- Mandated Reporter
- Bloodborne Pathogens

OPTIONAL

- Teamsters Membership Form
 - Email to Teamsters**
- Teamsters Dues Enrollment Form***
- Deferred Compensation** (457 Plan)**
- Flex Spending Account (FSA)***
- Home Loan Program
- Tuition Reimbursement
- Commuter Benefits***
- Pre-Designated Physician for Workers Compensation Claims
 - Give to Legal Secretary**

MISCELLANEOUS

- New Employee Announcement
- Employee Photo
- City Hall Tour
- Job Requirements/Probation

Employee Name

Employee Signature

Date