

CITY OF HAMILTON, OHIO

No. 335

ADMINISTRATIVE DIRECTIVE

Effective Date: 7-1-16

Supersedes: Directive No. 335 Dated 7/29/13

Approved by: Joshua A. Smith,
City Manager

SUBJECT: EMPLOYEE CHECKLISTS

PURPOSE: Establish Policy Procedures Involving New and Departing Employees

1. New Employee Checklist.

- a. Appointing authorities and supervisors shall use this checklist to help guide them in the hiring of individuals for City employment. The checklist includes the following sections:
 - Pre-Employment/Hiring
 - Prior to Start Date
 - First Week
 - First Day: Department
- b. The checklist is useful in that it covers many of the areas that can easily be taken for granted, but are extremely useful to someone just starting their career with the City. There is also room on the checklist to add department-specific items that should be covered.
- c. Once the form has been completed, it shall be uploaded to the employee's profile on the HRIS system.

2. Departing Employee & Change in Employee Assignment Checklist.

- a. The Departing Employee Checklist is a tool that will help guide Appointing Authorities and supervisors through the process of collecting City property or payment from those who are changing assignments or terminating their employment.
- b. With so much to consider when an employee leaves, this checklist not only covers all the basics (keys, badge, computer equipment), but there is room to include department-specific items that should be returned. In addition, there is also a requirement to forward an email to a distribution group, providing the name of the departing employee and the final date of employment. The email is: citysecurity@ci.hamilton.oh.us and this email is distributed to the following Distribution Group:
 - Accounting
 - Building Services
 - City Administration
 - Civil Service
 - Communications Center
 - Help Desk/IT
 - Human Resources
 - Payroll
 - Security

3. Accessing the Checklists.

- a. These forms are available on the Department of Human Resources web page under the "Forms" heading.