

IN-PROCESSING PACKET CHECKLIST FOR ~ REGULAR APPOINTMENTS

EE	County	
Retains	Retains	
<input type="checkbox"/>	<input checked="" type="checkbox"/> I-9	Employment Eligibility Verification Form
<input type="checkbox"/>	<input checked="" type="checkbox"/> PER1052	Emergency Notification Form
<input type="checkbox"/>	<input checked="" type="checkbox"/> PER4005	Equal Employment Opportunity Invitation to Self Identify
<input type="checkbox"/>	<input checked="" type="checkbox"/> PER1053	Board of Supervisor's Policy: Fair Labor Standards Act (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/> OATH	Oath of Office
<input checked="" type="checkbox"/>	<input type="checkbox"/> MEMO	Worker's Compensation Memo
<input type="checkbox"/>	<input checked="" type="checkbox"/> PER1063	Notification of Policies
<input checked="" type="checkbox"/>	<input type="checkbox"/> PER155	Disaster Service Worker Status Information Sheet
<input checked="" type="checkbox"/>	<input type="checkbox"/> PRS150-4	Santa Cruz County Smoking Policy
<input checked="" type="checkbox"/>	<input type="checkbox"/> PRS150-3	Santa Cruz County Drug-Free Workplace Policy
<input checked="" type="checkbox"/>	<input type="checkbox"/> LCO Notice	Domestic Violence Notice
<input checked="" type="checkbox"/>	<input type="checkbox"/> CRD-185	Sexual Harassment Fact Sheet
<input checked="" type="checkbox"/>	<input type="checkbox"/> CRD-E01B	Employment Discrimination Based on Disability Brochure
<input checked="" type="checkbox"/>	<input type="checkbox"/> PER4027	EEO Nondiscrimination, Harassment and Reasonable Accommodations Policy
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> PM6463	Acceptable Use Policy (Internet Policy)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> PM6471	Email Use and Retention Policy
<input type="checkbox"/>	<input checked="" type="checkbox"/> PER120	MOU /Personnel Regulations Acknowledgments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> DUES	Payroll Authorization for Union/Association Dues Form (if applicable)
<input type="checkbox"/>	<input checked="" type="checkbox"/> PER119A	AB119 Information Collection Form
<input checked="" type="checkbox"/>	<input type="checkbox"/> PER1039	Employee Organizations Contact Info
<input checked="" type="checkbox"/>	<input type="checkbox"/> PER1040	New Employee Information Summary Packet
<input type="checkbox"/>	<input checked="" type="checkbox"/> PER1042*	CalPERS Retirement Check List *(one of the applicable forms below) (PER1042A – Miscellaneous) (PER1042B – Safety – County Peace Officer) (PER1042C – Safety – Sheriff)
<input type="checkbox"/>	<input checked="" type="checkbox"/> CalPERS-1187	CalPERS Reciprocal Self-Certification Form
<input checked="" type="checkbox"/>	<input type="checkbox"/> PUB 5	CalPERS Benefits Guide Booklet
<input checked="" type="checkbox"/>	<input type="checkbox"/> PER1041*	Salary, Compensation and Leave Summary *(one of the applicable forms below) (PER1041A - General Representation) (PER1041G - Appt. Dept Heads/Assts) (PER1041B - Law Enfor & Sheriff Supv) (PER1041H – Board of Supv/Elect. Dept Heads) (PER1041C - Mid Mgmt) (PER1041I - Correctional Officers) (PER1041D - Law Enfor Mid Mgmt) (PER1041J - DA Inspectors) (PER1041E - Management Trainees) (PER1041K - Physicians' Rep Unit) (PER1041F - Other Exec Mgmt) (PER1041L – Deputy Probation Officer Unit) (PER1041M - Government Attorneys)
<input checked="" type="checkbox"/>	<input type="checkbox"/> MEMO	Employer Pull Notice Program Memo
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> INF 1101	DMV Authorization for Release of Driver Record Information
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> SSA-1945	Statement Concerning Your Employment in a Job Not Covered by Social Security (applicable only to Safety positions)

PER1019A

10/12/17, 4/30/19, 7/1/22, 1/9/23, 4/2/24