

IN-PROCESSING PACKET CHECKLIST FOR ~ EXTRA HELP 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 checked="" type="checkbox"/>	PER1054/B Santa Cruz County: Extra Help Employment - Gen Rep/Unrepresented
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PER1043 Extra Help CalPERS Retirement Checklist
<input type="checkbox"/>	<input checked="" type="checkbox"/>	CalPERS-1007 CalPERS Notice of Exclusion
<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 Acknowledgements
<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 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 if the employee is in a Safety position AND is a current member of CalPERS)

PER1019B

8/14/17, 4/30/19, 7/1/22, 1/9/23, 4/2/24