



## City and County of San Francisco Onboarding Checklist

<b>EMPLOYEE INFORMATION</b>	<b>LOCATION</b>
New Employee Orientation	<a href="https://sfdhr.org/new-employee-onboarding">https://sfdhr.org/new-employee-onboarding</a>
Employee Handbook	<a href="https://sfdhr.org/sites/default/files/documents/Forms-Documents/Employee-Handbook.pdf">https://sfdhr.org/sites/default/files/documents/Forms-Documents/Employee-Handbook.pdf</a>
Collective Bargaining Agreement/MOU	<a href="https://sfdhr.org/memoranda-understanding">https://sfdhr.org/memoranda-understanding</a>
Statement of Incompatible Activities (Department specific)	<a href="https://sfethics.org/compliance/city-officers/incompatible-activities-city-officers">https://sfethics.org/compliance/city-officers/incompatible-activities-city-officers</a>
SF Employee Gateway	<a href="https://sfgov.org/sfc/employee-gateway">https://sfgov.org/sfc/employee-gateway</a>
Classes and Training (Individual/Leaders/Team)	<a href="https://sfdhr.org/classes-and-training">https://sfdhr.org/classes-and-training</a>
24 Plus for Supervisors and Managers/24 Plus Refresher Workshop	<a href="https://sfdhr.org/24-plus-supervisors-and-managers">https://sfdhr.org/24-plus-supervisors-and-managers</a>
Employee Assistance Program for Employees	<a href="https://sfhss.org/EAP/eap-employees">https://sfhss.org/EAP/eap-employees</a>
Employee Assistance Program for Managers	<a href="https://sfhss.org/eap/eap-managers">https://sfhss.org/eap/eap-managers</a>
Whistleblower Program	<a href="https://sfcontroller.org/whistleblower-program">https://sfcontroller.org/whistleblower-program</a>
<b>COVID-19 RESOURCES</b>	<b>LOCATION</b>
COVID-19 Resource Page	<a href="https://sfdhr.org/covid-19">https://sfdhr.org/covid-19</a>
Face Covering Policy for New Employees	<a href="https://sfdhr.org/sites/default/files/documents/COVID-19/Face-Covering-Requirements-at-Work.pdf">https://sfdhr.org/sites/default/files/documents/COVID-19/Face-Covering-Requirements-at-Work.pdf</a>
COVID-19 Vaccination Policy	<a href="https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Vaccination-Policy.pdf">https://sfdhr.org/sites/default/files/documents/COVID-19/COVID-19-Vaccination-Policy.pdf</a>
<b>EEO POLICIES</b>	<b>LOCATION</b>
Equal Employment Opportunity Policy	<a href="https://sfdhr.org/equal-employment-opportunity-policy">https://sfdhr.org/equal-employment-opportunity-policy</a>
Sexual Harassment Policy and Responsibility for Responding and Reporting Discrimination, Retaliation and Harassment	<a href="https://sfdhr.org/sexual-harassment-policy">https://sfdhr.org/sexual-harassment-policy</a>
Harassment Prevention Training for Supervisors	<a href="https://sfdhr.org/training-related-equal-employment-opportunity">https://sfdhr.org/training-related-equal-employment-opportunity</a>
Gender Nondiscrimination and Inclusion Policy	<a href="https://sfdhr.org/gender-inclusion-policy-and-tools">https://sfdhr.org/gender-inclusion-policy-and-tools</a>
Employment Rights for People with Disabilities	<a href="https://sfdhr.org/employment-rights-people-disabilities">https://sfdhr.org/employment-rights-people-disabilities</a>
Rights for Victims of Domestic Violence, Sexual Assault, and Stalking	<a href="http://sfdhr.org/sites/default/files/documents/Employees/Employee%20Leaves/DVSAS-Victim-Notice.pdf">http://sfdhr.org/sites/default/files/documents/Employees/Employee%20Leaves/DVSAS-Victim-Notice.pdf</a>
Language Diversity Policy	<a href="http://sfdhr.org/sites/default/files/documents/EEO/Language-Diversity-Policy.pdf">http://sfdhr.org/sites/default/files/documents/EEO/Language-Diversity-Policy.pdf</a>
Policy on Family and Romantic Relationships at Work and Employee Acknowledgement	<a href="http://sfdhr.org/policy-family-and-romantic-relationships-work">http://sfdhr.org/policy-family-and-romantic-relationships-work</a>
State Travel Ban- Administrative Code Chapter 12X	<a href="https://sfdhr.org/12x-state-travel-ban-faq">https://sfdhr.org/12x-state-travel-ban-faq</a>
<b>FORMS</b>	<b>LOCATION</b>
Post-Employment Self Identification	<a href="https://sfdhr.org/sites/default/files/documents/Onboarding/Post-Employment-Self-Identification-Form.pdf">https://sfdhr.org/sites/default/files/documents/Onboarding/Post-Employment-Self-Identification-Form.pdf</a>

<b>Employment Eligibility Form (I-9 Form)</b>	<a href="https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf">https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf</a>
<b>W-4 Federal Withholding Allowance Certificate</b>	<a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">http://www.irs.gov/pub/irs-pdf/fw4.pdf</a>
<b>DE-4 State Withholding Allowance Certificate</b>	<a href="http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf">http://www.edd.ca.gov/pdf_pub_ctr/de4.pdf</a>
<b>Warrant Recipient Designation Form</b>	<a href="http://mission.sfgov.org/document_center_documents/DC61.pdf?download=1">http://mission.sfgov.org/document_center_documents/DC61.pdf?download=1</a>
<b>Employee Address and Emergency Contact Information</b>	<a href="https://sfdhr.org/sites/default/files/documents/Onboarding/Personnel-File-Update.doc">https://sfdhr.org/sites/default/files/documents/Onboarding/Personnel-File-Update.doc</a>
<b>Direct Deposit Authorization Form</b>	<a href="https://sfcontroller.org/sites/default/files/Documents/payroll/Direct_Deposit_Authorization2018.pdf">https://sfcontroller.org/sites/default/files/Documents/payroll/Direct_Deposit_Authorization2018.pdf</a>
<b>Oath of Office</b>	<a href="http://sfdhr.org/sites/default/files/documents/Forms-Documents/Oath-of-Office.pdf">http://sfdhr.org/sites/default/files/documents/Forms-Documents/Oath-of-Office.pdf</a>
<b>Notice of Probationary Status</b>	<a href="https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-and-Report-of-Probationary-Status.doc">https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-and-Report-of-Probationary-Status.doc</a>
<b>Notice to Provisional Appointee</b>	<a href="https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-to-Provisional-Appointee.doc">https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-to-Provisional-Appointee.doc</a>
<b>Notice to Exempt Appointee</b>	<a href="https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-to-Exempt-Appointee.pdf">https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-to-Exempt-Appointee.pdf</a>
<b>Paid Sick Leave Ordinance Designated Person Form for Unrepresented Employees</b>	<a href="https://sfdhr.org/sites/default/files/documents/Forms-Documents/Paid-Sick-Leave-Ordinance-Designated-Person-Form.pdf">https://sfdhr.org/sites/default/files/documents/Forms-Documents/Paid-Sick-Leave-Ordinance-Designated-Person-Form.pdf</a>
<b>Employee Guide to Workers Compensation &amp; Pre-designation of Physician Form</b>	<a href="https://sfdhr.org/sites/default/files/documents/Workers-Compensation/Employee-Guide-to-Workers-Compensation-Benefits.pdf">https://sfdhr.org/sites/default/files/documents/Workers-Compensation/Employee-Guide-to-Workers-Compensation-Benefits.pdf</a>
<b>Disciplinary Action Against Striking Employees &amp; Acknowledgement Form</b>	<a href="https://sfdhr.org/sites/default/files/documents/Onboarding/Disciplinary-Action-Against-Striking-Employees-Acknowledgement-Form.pdf">https://sfdhr.org/sites/default/files/documents/Onboarding/Disciplinary-Action-Against-Striking-Employees-Acknowledgement-Form.pdf</a>
<b>Employee Handbook Acknowledgement Form</b>	<a href="https://sfdhr.org/sites/default/files/documents/Onboarding/Employee-Handbook-Acknowledgement-Form.pdf">https://sfdhr.org/sites/default/files/documents/Onboarding/Employee-Handbook-Acknowledgement-Form.pdf</a>
<b>Additional Employment Request Form</b>	<a href="https://sfdhr.org/sites/default/files/documents/Forms-Documents/Additional-Employment-Request-Form.pdf">https://sfdhr.org/sites/default/files/documents/Forms-Documents/Additional-Employment-Request-Form.pdf</a>
<b>Statement of Economic Interests (Form 700) (Designated Employees)</b>	<a href="https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers">https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers</a>
<b>Statement of Economic Interests (Form 700) (Department Heads, Board Members, Commissioners)</b>	<a href="https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers">https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers</a>
<b>EMPLOYEE BENEFITS</b>	<b>LOCATION</b>
<b>Commuter Benefits and Transportation Programs</b>	<a href="https://sfenvironment.org/ccsfcommute">https://sfenvironment.org/ccsfcommute</a>
<b>MEA Miscellaneous Benefit Summary</b>	<a href="https://sfdhr.org/MEA-Miscellaneous-Benefit-Summary">https://sfdhr.org/MEA-Miscellaneous-Benefit-Summary</a>
<b>Employee Health Benefits Guide</b>	<a href="https://sfhss.org/">https://sfhss.org/</a>
<b>Employee Retirement Benefits Guide</b>	<a href="https://mysfers.org/new-members/">https://mysfers.org/new-members/</a>
<b>Employee Leaves</b>	<a href="https://sfdhr.org/employee-leaves">https://sfdhr.org/employee-leaves</a>

I acknowledge that I have received and read a copy of the documents above, and agree to adhere to the policies, rules, guidelines, and standards as set forth at all times.

Employee Signature

Date