



City and County of San Francisco Onboarding Checklist

EMPLOYEE INFORMATION	LOCATION
New Employee Orientation	https://sfdhr.org/new-employee-onboarding
Employee Handbook	https://sfdhr.org/sites/default/files/documents/Forms-Documents/Employee-Handbook.pdf
Collective Bargaining Agreement/MOU	https://sfdhr.org/memoranda-understanding
Statement of Incompatible Activities (Department specific)	https://sfethics.org/guidance/city-officers/incompatible-activities-city-officers
SF Employee Gateway	https://sfgov.org/sfc/employee-gateway
Classes and Trainings	https://sfdhr.org/classes-and-training
Mandatory Online Trainings	https://sfdhr.org/employee-online-trainings
24 Plus for Supervisors and Managers/24 Plus Refresher Workshop	https://sfdhr.org/24-plus-supervisors-and-managers
Online Tuition Reimbursement Process	https://sfdhr.org/online-tuition-reimbursement-process
Employee Assistance Program for Employees	https://sfhss.org/EAP/eap-employees
Employee Assistance Program for Managers	https://sfhss.org/eap/eap-managers
Whistleblower Program	https://sfcontroller.org/whistleblower-program
EMPLOYMENT POLICIES	LOCATION
Equal Employment Opportunity Policy	https://sfdhr.org/equal-employment-opportunity-policy
Equitable, Fair, and Respectful Workplace Policy	https://sfdhr.org/sites/default/files/documents/Policies/Equitable-Fair-and-Respectful-Workplace-Policy.pdf
Sexual Harassment Policy and Responsibility for Responding and Reporting Discrimination, Retaliation and Harassment	https://sfdhr.org/sexual-harassment-policy
Harassment Prevention Training for Supervisors	https://sfdhr.org/training-related-equal-employment-opportunity
Gender Nondiscrimination and Inclusion Policy	https://sfdhr.org/gender-inclusion-policy-and-tools
Employment Rights for People with Disabilities	https://sfdhr.org/sites/default/files/documents/Forms-Documents/Employment-Rights-for-Persons-With-Disabilities.pdf
Rights for Victims of Domestic Violence, Sexual Assault, and Stalking	https://sfdhr.org/sites/default/files/documents/Employees/Employee%20Leaves/DVSAS-Victim-Notice.pdf

Language Diversity Policy	https://sfdhr.org/sites/default/files/documents/EEO/Language-Diversity-Policy.pdf
Citywide Vehicle Use Policy	https://sfdhr.org/sites/default/files/documents/Forms-Documents/Citywide-Vehicle-Use-Policy.pdf
Policy on Family and Romantic Relationships at Work and Employee Acknowledgement	http://sfdhr.org/policy-family-and-romantic-relationships-work
Lactation Policy and Family Friendly Workplace Ordinance	https://sfdhr.org/lactation-policy-and-family-friendly-workplace-ordinance
Telecommute Policy and Program	https://sfdhr.org/telecommute
COVID-19 Resource Page	https://sfdhr.org/covid-19
FORMS	LOCATION
Post-Employment Self Identification	https://sfdhr.org/sites/default/files/documents/Onboarding/Post-Employment-Self-Identification-Form.pdf
Employment Eligibility Form (I-9 Form)	https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf
W-4 Federal Withholding Allowance Certificate	http://www.irs.gov/pub/irs-pdf/fw4.pdf
DE-4 State Withholding Allowance Certificate	http://www.edd.ca.gov/pdf/pub_ctr/de4.pdf
Warrant Recipient Designation Form	http://mission.sfgov.org/document_center_documents/DC61.pdf?download=1
Employee Address and Emergency Contact Information	https://sfdhr.org/sites/default/files/documents/Onboarding/Personnel-File-Update.doc
Direct Deposit Authorization Form	https://sfemployeeportalsupport.sfgov.org/helpdesk/attachments/11005404164
Oath of Office	http://sfdhr.org/sites/default/files/documents/Forms-Documents/Oath-of-Office.pdf
Notice of Probationary Status	https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-and-Report-of-Probationary-Status.doc
Notice to Provisional Appointee	https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-to-Provisional-Appointee.doc
Notice to Exempt Appointee	https://sfdhr.org/sites/default/files/documents/Onboarding/Notice-to-Exempt-Appointee.pdf
Paid Sick Leave Ordinance Designated Person Form for Unrepresented Employees	https://sfdhr.org/sites/default/files/documents/Forms-Documents/Paid-Sick-Leave-Ordinance-Designated-Person-Form.pdf
Disciplinary Action Against Striking Employees & Acknowledgement Form	https://sfdhr.org/sites/default/files/documents/Onboarding/Disciplinary-Action-Against-Striking-Employees-Acknowledgement-Form.pdf
Employee Handbook Acknowledgement Form	https://sfdhr.org/sites/default/files/documents/Onboarding/Employee-Handbook-Acknowledgement-Form.pdf
Additional Employment Request Form	https://sfdhr.org/sites/default/files/documents/Forms-Documents/Additional-Employment-Request-Form.pdf
Statement of Economic Interests (Form 700) (Department Heads, Board Members, Commissioners)	https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers

Statement of Economic Interest-Form 700 (Designated Employees)	https://sfethics.org/compliance/city-officers/statement-of-economic-interests-city-officers
EMPLOYEE BENEFITS	LOCATION
Commuter Benefits and Transportation Programs	https://sfenvironment.org/ccsfcommute
MEA Miscellaneous Benefit Summary	https://sfdhr.org/MEA-Miscellaneous-Benefit-Summary
Employee Health Benefits Guide	https://sfhss.org/new-hire
Employee Retirement Benefits Guide	https://mysfers.org/new-members/
Employee Leaves	https://sfdhr.org/employee-leaves

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. As a new employee, I acknowledge that I must sign up for health and retirement benefits within 30 days of my appointment.

Employee Signature

Date