



## SUPERVISOR CHECKLIST FOR EMPLOYEE ORIENTATION

### Seasonal or Year-Round Employees

Employee # \_\_\_\_\_

Full Name: \_\_\_\_\_

☐ New Hire      ☐ Rehire  
☐ Seasonal (S)      ☐ Year-round (YR)

Division/Area: \_\_\_\_\_

Job Title: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Start Date: \_\_\_\_\_

Last Day of Employment: \_\_\_\_\_

(S) # Weeks Committed: \_\_\_\_\_      Fulfilled? ☐ YES      ☐ NO

(YR) Total Time in this Position: \_\_\_\_\_ Yr(s)      Mo(s)

Termination Code (see back): \_\_\_\_\_

Would you rehire this employee? ☐ YES      ☐ NO

NEW HIRE CHECKLIST (Date and initial as applicable or use N/A if not applicable)	Date Issued	Date Returned
<b>APPLICATION/PAYROLL PROCESSED</b>		
1. Original application to HRD		
2. Copy to PRT-Admin. (1st pg)		
3. Personnel Forms Completed		
<b>UNIFORMS ISSUED</b>		
1. Shirts (# issued)		
2. Name Tag		
3. Hat		
4. Other (specify below)		
<b>EQUIPMENT ISSUED</b>		
1. Keys (specify below)		
2. Mobile Phone/Radio		
3. Tools (specify below)		
4. Employee ID Card		
<b>FIRST AID/CPR TRAINING</b>		
<b>JOB TRAINING</b>		
<b>ORIENTATION TOPICS</b>		
1. Employee Handbook Reviewed		
2. Safety Manual Reviewed		
3. Hazard Communication (MSDS)		
4. Blood Borne Pathogens		
5. Violence in the Workplace		
6. PRT Policy Manual Reviewed		
7. Uniform & Appearance Guidelines		
8. Customer Service		
9. Vehicle Policy		
10. Defensive Driving		
11. Driver Authorization Form		
12. Time Cards & Leave Slips		
13. Merit/Bonus/Safety Team Programs		
14. Benefits Based Mgt. Reviewed		
15. Inclement Weather Policy		
16. Forms, Files (location & use)		
17. Job Dimensions Reviewed		
18. (YR) Q. Review, Annual Appraisal		

NOTES:

JOB DIMENSIONS	S. Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	S. Below Expectations
Knowledge of Job					
Quality of Work					
Quantity of Work					
Dependability					
Attendance					
Initiative and Enthusiasm					
Judgment					
Cooperation					
Relationship with Others					
Coordination of Work					
Safety and Housekeeping					
Dress Code					
Overall Performance					

#### (YR) USE OFFICIAL TERMINATION FORM / HUMAN RESOURCES

Supervisor's Comments/Justification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employee Comments (ie. pay, working conditions, training, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### (YR) USE OFFICIAL TERMINATION FORM / HUMAN RESOURCES

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rating Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Termination Notice Instructions

This is a combined form used to seek approval and process terminations.

It is important that the Termination Notice be completed and processed as soon as it is known that an employee will terminate. Prompt processing for the Termination Notice will enable the Payroll Division to clear the employee's account prior to the termination date and issue the correct final pay check by the employee's last day of work.

### Instructions:

1. Immediately upon reaching a decision to terminate an employee, enter information regarding termination in the upper section of the form. Supervisor completed the Employee Rating section of Exit Interview and lists any comments regarding employee's performance.

Note: If termination is a Dismissal, a copy of the Final Warning Form to employee must be on file in Human Resources.

2. Review Exit Interview section with employee. Have employee sign form and add any comments he/she wishes to make regarding their employment with the Parks, Recreation and Tourism Department. If employee is unavailable for signature and review of this form, mark as such and proceed to next step.

3. Send the completed form to PRT Administration for Department Head's approval.

4. Send the completed, approved Termination Notice to Human Resources.

## Termination Reasons and Codes

Select the appropriate termination reason and corresponding code below and enter it in the space provided on the Termination Notice. If more than one reason applies, enter the primary reason and code in the space provided and note other reasons in comments.

Code	Resignation	Code	Dismissal
01	Dissatisfied with pay	61	Absenteeism
01	Offered higher pay	62	Tardiness
02	Dissatisfied with present duties	63*	Behavior
02	Change in career interest	64*	Lack of application to job
03	Personal relations on job	65*	Misconduct
04	Physical working conditions	66*	Other - employee's fault
05	Dissatisfied with promotion opportunities	70	Lack of qualifications for job (eligible for separation allowance)
10	Moving out of area	70	Changed requirements of position (eligible for separation allowance)
11	Marriage	71*	Other - not employee's fault (eligible for separation allowance)
12	Maternity		
13	To remain at home		
14	To return to school (permanent employee)		
16	Hours not suitable		
20	Unknown (left without notice)	Code	Other
40	Voluntary retirement	90	Military Service
50*	Health reasons (not physically incapacitated)	91	Reduction of force (eligible for separation allowance)
55*	Other	92	Temporary work completed
		93*	Physical incapacity to perform job (requires concurrence by physician)
*	Explain in comments	99	Deceased