



## NORTH ATTLEBOROUGH TOWN GOVERNMENT NEW EMPLOYEE CHECKLIST

The following is a list of the forms/information necessary to process your employment paperwork. As you complete the paperwork, place a check in the box next to the information provided to ensure that it was completed/received.

***All forms must be returned in a timely matter or there may be a delay in receiving your paycheck.***

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EMPLOYEE NAME: \_\_\_\_\_

### **EMPLOYMENT FORMS:**

- Employment Application
  - EEO-5 Self Identification Form
  - I-9 Employment Eligibility Form (*ID(s) required*)
  - W-4 Employee's Federal Withholding Certificate
  - M-4 Employee's Massachusetts Withholding Certificate
  - Criminal Records Check (CORI) Sexual Offender Records Check (SORI) sign off
  - Position Audit Form
  - Direct Deposit Form (*Attach Voided Check or Savings Account Deposit Slip, or a Bank Statement with Routing Number and Account Number*) **Mandatory**
  - Staff Emergency Form
  - Physician's statement from OHS or the employee's personal physician **within the last year** (Required for employees working more than 20 hours) – **Appointment Date:** \_\_\_\_\_
  - Signed Acknowledgment of the General Notice of COBRA Continuation Coverage Rights
  - **State Ethics Commission Mandate Notice**
    - The 1<sup>st</sup> mandate - Annual Distribution and acknowledgement of the summary of the law. (Conflict of Interest Policy)
    - The 2<sup>nd</sup> mandate – Requires that all employees complete an on-line training program that is currently on the Ethics Commission's website. (Training)
  - Signed Summary of the Conflict-of-Interest Law for Municipal Employees Form
  - Returned State Ethic **on-line training** Certificate of Completion
  - **Union Forms**
    - Signed Union Membership Form authorizing deduction from salary for United Steel Workers (USW), AFSCME, Laborers, Police, Public Safety Dispatchers
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### **RETIREMENT FORM(S):**

- North Attleboro Pension System Eligibility and Deduction Authorization (***Required for all employees working more than 20 hours***)
  - Social Security Disclosure Form (***No Longer Pay into Social Security***)
  - OBRA Form – BENCOR (***Required for all employees working less than 20 hours***)
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### **TOWN POLICIES & ACKNOWLEDGMENT FORMS:**

- ACKNOWLEDGEMENT FORM FOR THE FOLLOWING POLICIES:
  - Code of Professional Conduct
  - Domestic Violence Leave Policy

- Drug Free Workplace Policy
  - Internet and Computer Use Policy
  - Safety Policy
  - Harassment Policy
  - Social Media Policy
  - Whistleblower Policy
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## **BENEFITS:**

- Benefits Highlights
  - Benefit Checklist Form (*Signature Required*)
- Benefit Insurance Rates
- Benefit Plan Summaries (Employer & Employee Contributions)
  - Health Insurance Enrollment Form
  - Basic Life Insurance Enrollment Form
  - Vision Insurance Enrollment Form
- Flexible Spending Information
  - Flexible Spending Accounts (Cafeteria Plan Advisors, Inc.) / Authorization for Pre-Tax Payroll Deduction
- (HSA) Health Savings Account
  - Health Savings Account
- **100% Employee Paid Benefits**
  - Dental Insurance Enrollment Form
  - Voluntary Life Insurance
- **Please contact Roger Goodson, Life Plus Insurance Agency, Inc. with enrollment questions**  
Phone: (781) 837-9222  
[rgoodson@hilbgroup.com](mailto:rgoodson@hilbgroup.com) | [Hilbgroup.com](http://Hilbgroup.com)
  - U.S. Legal Services Family Defender
  - Long Term Disability
- **Colonial Life Insurance - Contact: Kimberly Cunningham 401-596-1510 or email [Kimberly.Cunningham@ColonialLifeSales.com](mailto:Kimberly.Cunningham@ColonialLifeSales.com)**
  - Disability Insurance - Provides a monthly benefit to replace your income if you are unable to work due to a covered disability. Choose from among a variety of plans. Now Covers Mental Health!
  - Accident Insurance - Pays a range of benefits for simple and complex accidents. Great for the whole family.
  - Medical Bridge - Provides benefits to employees to help with the out-of-pocket expenses related to events such as hospital confinement, outpatient surgery, diagnostic tests and more.
  - Critical Illness with Cancer - Pays you a lump sum to help cover your out-of-pocket expenses if diagnosed with a critical illness, such as a heart attack, cancer or stroke.
  - Whole Life Insurance - Permanent life coverage - several plan options to select from to meet your needs and fit your budget.