
**SOIL AND WATER CONSERVATION
DISTRICT**

**NEW EMPLOYEE CHECKLIST
(As Applicable)**

Employee Policy Documents

Job Application Form/Resume
Job Description
Personnel Action Form
Public Information Election Form
I-9 I.N.S. Form
Political Activity/Influence Form
Performance Evaluation Form

Accounting Information

Pay Schedule
W-4 Form

General Management

Work Hours
Breaks
Dress Code
Building Access (key)
Parking
Supervision

Benefits

Any Applicable

Leave Information

Annual Leave
Compensatory Leave
Sick Leave
FMLA Leave
Other Leave
Holidays

Policies & Manuals

H.R. Policies & Procedures
Sexual Harassment Policy
Time Sheet Policy
Workers Comp
Manual of Fiscal Operations
Any Relevant USDA Policies