

Employee Training Checklist

Policies & Procedures	Supervisor Intitals	Employee Initials	Sign-Off Form Required	Notes/Links
HR Paperwork				
HR Paperwork - Required to be Completed to Get Paid: Complete Highline documents within 24 hours.			Complete Online	Highline Training Guide
HR Paperwork - Required to be Completed to Get Paid: Complete I-9 and return to HR office within 3 days of start date (included with welcome email template)			Hard Copy Form to HR	I-9 Form
Facility/General Training & Policies			N/A	Employee Training
Time Cards - Punch-in / out				Park System Policies
Site orientation				
Late / Sick call in				
Uniform Policy (including footwear)				Park System Uniform Policy
Hours of Work / Break Times				Field Operations
Facility Incident & Accident Reports				Incident Report Form
Employee's Report of Injury Report				Employee Report of Injury Form
Operations and Maintenance Manual				O&M
Emergency Operations Plan				
Safety			Yes	Safety
<ul style="list-style-type: none"> • First Aid Location • Safety Manual • Personal Protective Equipment • Blood Borne Pathogen Policy • Chemical Handling Manual • Fire Extinguisher Locations 				
If you ever have questions - Ask				
Waukesha County Policy and Information Acknowledgement			Online	Policy Acknowledgement
<ul style="list-style-type: none"> • Equal Opportunity Statement • Diversity Statement • Standards of Service Excellence • Harrasement in the work place • Zero Tolerance Work place violence • Alcohol & Drug Policy • Information Technology Use Policy • Telephone Use policy • Social Media Use Policy • Ethics Code • Controlled Access Policy • Emergency Notification Guidelines • Vehicle Use Policy • Appearance Guidelines 				
Waukesha County Standards of Service Excellence			Online	Policy Acknowledgement
Security & Cash Handling Policies			Online	Policy Acknowledgement
Security & Cash Handling Policies			Online	Dept. Policies
Introduction to Seasonal Employee Referral Award Program				Referral Award Flyer
Employee Name:				
Employee Signature:				
Date:				
Supervisor Signature:				
Date:				