

## Hourly & Seasonal Orientation Materials

### Checklist *PDF*

1. [Welcome Letter \(Mayor\) \*PDF\*](#)
2. [Federal Withholding Allowance Certificate \(W-4A\) \*PDF\*](#)
3. [Wisconsin Withholding Certificate \(WT-4\) \*PDF\*](#)
4. [Employee Eligibility Verification Form \(I-9\) / Instructions \*PDF\*](#)
5. [Employee Self-Identification Form \*PDF\*](#)
6. [Emergency Contact Information \*PDF\*](#)
7. [Declaration of Disability Memo and Form \*PDF\*](#)
8. [Direct Deposit Information \*PDF\*](#) / [Authorization Agreement \*DOC\*](#)
9. [Credit Union\\*](#)
  - a. <https://madisoncu.com/>
10. [Employee Assistance Program \(EAP\)\\*](#)
  - a. <https://www.cityofmadison.com/employee-assistance-program>
11. [Benefits & Employment Information \*PDF\*](#)
12. [Affordable Care Act \*PDF\*](#)
13. [Workers' Compensation Information \*PDF\*](#)
14. [Pay Calendar \*PDF\*](#) (Hyperlinked as well)
15. [Drug-Free Workplace Notice \*PDF\*](#)
16. [Rules of Conduct, APM 2-33 \*PDF\*](#)
17. [Seasonal Employee Background Check Authorization Form \*PDF\*](#)
18. [Prohibited Harassment & Discrimination Policy, APM 3-5 \*PDF\*](#)
19. [Video: Prohibited Harassment & Discrimination Policy Training\\*](#)
  - a. <https://media.cityofmadison.com/Mediasite/Login/Register?ReturnUrl=%2FMediasite%2FPlay%2F2234f4f517e14f03b7a757e365b138801d>
20. [Talking Points for Seasonal Employees \*PDF\*](#)
21. [Prohibited Harassment & Discrimination Information](#), Civil Rights Webpage\*
  - a. <https://www.cityofmadison.com/employeenet/civil-rights/prohibited-harassment-discrimination>
22. [Workplace Violence Prevention and Response Policy, APM 2-25 \*PDF\*](#)
23. [Prohibition of Weapons, APM 2-46 \*PDF\*](#)
24. [Code of Ethics Simplified \*PDF\*](#) (Hyperlinked as well)
25. [Performance Excellence](#) via EmployeeNet\*
  - a. <https://www.cityofmadison.com/employeenet/city-groups-initiatives/performance-excellence>
26. [Bus Pass Benefit Information\\*](#)
  - a. <https://www.cityofmadison.com/metro/fares/pass-programs/city-of-madison-employees>
27. [Bloodborne Pathogen Awareness \*PDF\*](#)

\*Items 9, 10, 19, 21, 25 and 26 are not included in the printed onboarding material packet. To access please use either 1) the hyperlinks above; 2) the corresponding QR code below or; 3) the corresponding URL above. Thank you!



#9



#10



#19



#21



#25



#26

