

## Hourly & Seasonal Orientation Materials

### Checklist PDF

1. [Welcome Letter \(Mayor\) PDF](#)
2. [Federal Withholding Allowance Certificate \(W-4A\) PDF](#)
3. [Wisconsin Withholding Certificate 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](#) (links to the website)
10. [Employee Assistance Program \(EAP\)](#) - Contact EAP for brochure
11. [Benefits & Employment Information PDF](#)
12. [Affordable Care Act PDF](#)
13. [Workers' Compensation Information PDF](#)
14. [Pay Calendar](#) (links to Payroll on Employeeenet)
15. [Drug-Free Workplace Notice PDF](#)
16. [Rules of Conduct, APM 2-33 PDF](#) -
  - o [Seasonal Employee Background Check Authorization Form PDF](#)
17. [Prohibited Harassment & Discrimination Policy, APM 3-5 PDF](#)
  - o [Video: Prohibited Harassment & Discrimination Policy Training](#)
  - o [Talking Points for Seasonal Employees PDF](#)
  - o [Prohibited Harassment & Discrimination Information, Civil Rights](#)
18. [Workplace Violence Prevention and Response Policy, APM 2-25 PDF](#)
19. [Prohibition of Weapons, APM 2-46 PDF](#)
20. [Code of Ethics Simplified PDF](#)
21. [Performance Excellence](#) (links to Performance Excellence on Employeeenet)
22. [Bus Pass Benefit Information](#)
23. [Bloodborne Pathogen Awareness PDF](#)

