

4.6.C LOPR_Parks Division New Employee CHECKLIST FORM

Date: 12/31/2021

Updated: 12/31/2022

To Be Reviewed: Three Years - 12/31/2025

TASK	STAFF	NOTES	DONE
	CL=Crew Leader		
IT Request	Supr	Prior to starting	
Photo & Badge	CL/SUPR/HR	Get to City Hall (CH)	
City Orientation	CL/SUPR/HR	Get to CH	
Parks Orientation	CL/SUPR	Includes all below	
CMO Meeting	CL/SUPR	Get to CH	
Keys	CL/SUPR		
Truck	CL/SUPR		
Boots	CL/SUPR		
Raingear	CL/SUPR		
Winter Coverall	CL/SUPR		
Winter Coat	CL/SUPR		
Coveralls	CL/SUPR		
Locker	CL/SUPR		
Safety Equipment	CL/SUPR	Chaps, hearing, hard hat, Vest, glasses, gloves	
Equipment Orientation/Training	CL/SUPR		
Pruners	CL/SUPR		
Phone	CL/SUPR		
Change Name on Forms	SUPR	B-day, Anniversary, Eval, Training, Seniority	
ORPA List	SUPR		
Park Expectation Lunch Meeting	SUPR/CL	Expectations, Work Schedule, Assignment, Clothing Allowance, Time Sheets/Codes, Call-in's, Leave Request, Personal info, Org. Chart, Purchasing, Introductions to Recreation Staff, Vacation leave Policy, Shorts Guideline, Contact info, Shop duties, Resources Available	
Add name to purchase accounts (remove old employee too)			