



2016 EFF Hiring Packet Forms and Policies

*****RETURN TO HELENA-PAYROLL*****

EFF Name _____

Location _____
(Land Office and/or Unit Name)

Sent to Payroll By: _____
(Contact Person) (Date)

Return with documents checked off on the Checklist Coversheet for Payroll.

Forms #1-12		
1.		Return to Payroll Checklist
2.		EFF Employment Form
3.		EFF Employment Conditions Acknowledgement
4.		W-4 (2015)
5.		Decedents Warrant
6.		I-9 Employment Verification
7.		PERS Information Memo Acknowledge
8.		PERS Optional Membership Election Form
9.		PERS Designation of Beneficiary Form <i>(only if electing to enroll in PERS)</i>
10.		Selective Service
11.		Social Security SSA-1945 (not covered by state)
12.		Incident Behavior
13.		Confirmation of Receipt of DNRC Policies by Emergency Firefighters (EFF's)

Print Items 14-30 and Give to Employee for Reference

Policies			
14.		Drug Free Workplace	P-DNRC-HR-022 06/25/02
15.		Model Rules of Conduct Policy	P-DNRC-HR-041 11/18/07
16.		Public Information Policy	P-DNRC-OP-004 09/10/12
17.		Sexual Harassment Policy	P-DNRC-HR-004 09/05/95
18.		Substance Abuse/Use Policy	P-DNRC-HR-010 11/21/95
19.		State Vehicle Use Policy (RMTD ARM)	P-DNRC-HR-037 03/08/13

Reference & Information		
20.		EFF Information Sheet
21.		State Fund 1 st Report Form & Instructions
22.		2016 Payroll Calendar
23.		Travel Voucher Form & Instructions
24.		Personal Vehicle Use Authorization Form

Optional - Include only as needed				
25.		Drug & Alcohol Testing Policy (required for Empl w/CDL)	P-DNRC-HR-006	10/03/95
26.		Drug & Alcohol Testing Policy Addendum (required for Empl w/CDL)	P-DNRC-HR-006A	11/01/96
27.		Employee Use of Information Technology	P-DNRC-IT-001	10/01/12
28.		Fuel Card Use Form & State Fuel Card Policy		10/1/12
29.		State Employee Travel Policy		10/9/15
30.		Direct Deposit Sign-up Form		
31.		RMTD Vehicle Use Acknowledgement Form		
32.		<i>Any Additional Documents:</i>		

PLEASE Note - Public Employees' Retirement System (PERS):

- Everyone must read and sign the PERS Optional Membership Election (Form 1016) Information Acknowledgement
- Everyone must complete the PERS Membership Election form, even if declining enrollment.
- Only complete a PERS Designation of Beneficiary form if you have elected to enroll in PERS.
- Don't complete a PERS Designation of Beneficiary form if you have declined enrollment in PERS.
- Retirees – please *don't* complete the PERS Designation of Beneficiary form.

Questions – Please Contact DNRC Payroll at 444-6743