**Contents of New Hire Handbook (binder) and Folder (In Order)
Full-time Employees *(7/22/25)***

**Binder**

**Left side pocket**

* LBK Chamber of Commerce Street Map (pick these up at the LBK Chamber of Commerce)
* Ergonomics in the Office (‘master’ is in the green folder)
* Payroll Schedule (current year; available on G drive in G/Human Resources/Forms)
* Lanyard (stock is in hutch above scanner)

**In rings**

Use 5-tab dividers (in hutch behind desk); print labels (in desk drawer) – order dividers before running out (eg, Amazon, Office Depot)

* *Commissioner List* (current list available on XX drive; Savannah Cobb updates when Commission changes are made)
* *Computer & Internet Policy* (two policies; masters are in green folder)
* *Public Records Policy (updated by Town Clerk’s dept; ‘master’ policy and following documents are in green folder)*
	+ PowerPoint document in color
	+ Oath [no oath for police officers – Police takes care of this];
	+ Public Records Information form;
* *Holiday List* (current year; part of PRR – section 15.01 and available on G drive in G/Human Resources/\_Holiday Schedules)
* *Personnel Rules & Regulations (current master is in G/Human Resources/PRRs/Master PRRs; be sure to add a blank page to back up the cover sheet when making two-sided paper copies)*
* *IAFF or PBA contract, if applicable (available on G drive in G/Human Resources/Union Contracts)*

**Loose**

Current organization chart, including the new hire’s name (org chart is updated by HR and is in XXXX)

**Folder – Group Documents in Sections**

* **Section 1: Forms and Certain Policies & Other Documents**
* I-9 (copies in green folder; available online at IRS site; current version is good until 5/31/27; watch for updates from IRS)
* W-4 (copies in green folder; also available online; changes in January each year)
* Administrative Directives (copies in green folder; saved in XXXX)
	+ Attendance & Leave Under Pandemic Conditions
	+ Remote Working
	+ Cell Phones
	+ Gifts
	+ Usage of Artificial Intelligence
	+ TikTok Restriction
* Misconduct and harassment policy (copies in green folder; available in XXX; switch out if HR updates this policy)
* Performance Evaluation Rating Guide (copies in green folder; available in XXX; HR changes around June of each year)
* Town Core Values, Mission & Vision Statement (copies in green folder along with master copy)
* Strategic Plan and BEACH sheet (copies in green folder; available in XXX)
* Employee Assistance Program (copies in green folder; available in XXX)
* Exposure Control Plan, Q&A, General Hazards Guidelines (copies in green folder; available in XXX)
	+ For Fire and Police employees, include the full Bloodborne Pathogens document, available in XXX
* LBK Cell Phone Policy (copies in green folder along with master copy)
* Town vehicles and take-home vehicles – for POLICE only – copies in green folder; available in XXX)
* Required new hire training (copies in green folder; HR updates around January 1; available in XXX)
* FEMA/NIMS sheet from Lisa (copies in green folder; available in XXX)
* Employee At-will Status Memo (for at-will employees only)
* **Section 2: Benefit Documents**

***Note: All documents listed in this section are also*** ***available in G/Human Resources/Open Enrollment/(for 10/1/25-9/30/26) and, in general, are updated by HR in July of each year for an October 1 effective date***

* Current year Retirement Savings Plan Contribution Limits sheet
* Current year benefit booklet
* Medical/dental/vision rates, current plan year
* Medical plans, current year – 2 plans: BlueCare HMO 55; BlueChoice PPO 03769
	+ Benefit summaries and SBCs
	+ Enhancements
	+ Coverage away from home flyers
	+ Mail order Rx flyer
	+ Teladoc flyers
	+ Additional flyers
* Dental plans, current year – 2 plans: Dental PPO plan low; Dental PPO plan high
	+ Benefit summaries
	+ Additional flyers
* NVA vision plan summary, current year
	+ NVA / NationsHearing plan
	+ Additional flyers
* The Standard documents:
	+ Basic Employee Life summary
	+ Voluntary Life summary
	+ Short-term Disability summary
	+ Long-term Disability summary
	+ Additional flyers
* Resources for Living EAP
* SMHero Protocol sheet (Fire and Police Only)
* Teladoc
* Legal Shield and ID Shield
* Credit Union documents (copies in green folder along with master; HR receives periodic updates from Credit Union)
* Life Event Changes
* Legal Notices:
	+ Federal Notices Related to Your Medical Plan
	+ New Health Insurance Marketplace Coverage Options and Your Health Coverage (ACA)
	+ Overview of ADA and GINA Final Rules on Wellness Programs (FL Blue)
	+ Notice to Enrollees (HIPAA + Mental Health Parity)
* LBK Fitness and Sarasota County Fitness Center
* Current year wellness checklist, etc.
* **Section 3: AFLAC Documents
*Note: All documents listed in this section are also available in G/Human Resources/Open Enrollment/(for 10/1/25-9/30/26) and are updated by HR in July of each year for an October 1 effective date***
* Summaries for all AFLAC plans we offer
* Rate sheet
* **Section 4: (Firefighters Only)**

***Note: Copies of the documents listed below are located in the green folder on the right side of the bottom drawer; \*however, before using the \*FRS forms, go to the FRS website and verify they haven’t been updated; use the updated versions***

* \*FRS forms:
	+ Enrollment Form
	+ Certification Form
	+ Investment Fund summary, guick guide, SPD
	+ Member Handbook
	+ Orientation Brochure
	+ Newsletter
	+ Plan Comparison
* The following forms are in the green folder, right side of the drawer:
	+ Division of State Bureau of Fire Standards & Training Notice of employment as a Firefighter
* Authorization for Deduction of Union Dues Notice to FOP or IAFF
* Town of Longboat Key/IRS Notice to Firefighters
* Federal Tax Issues for Firefighters
* Firefighter Employment & Termination
* Tobacco Affidavit