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

**Binder**

**Left side pocket**

* LBK Chamber of Commerce Street Map (pick these up at the Chamber)
* 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**
* The following forms are covered in the electronic LaserFiche “New Hire Process” Form for full-time employees but must be completed on paper for part-time employees:
* Alert Longboat Key Registration form
* Acknowledgement Form Receipt of Documents
* Employee Personal Data Profile Verification and Update (for emergency contact)
* Direct Deposit form
* Signature sheet for nondiscrimination and sexual harassment policy
* Payroll beneficiary designation
* 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 – if applicable (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)
* **Section 2: Benefit Documents**
* Current year Retirement Savings Plan Contribution Limits sheet (available in top drawer of file cabinet; HR updates in January)
* Resources for Living EAP (***available in G/Human Resources/Open Enrollment/(for 10/1/25-9/30/26)***
* SMHero Protocol sheet (Fire and Police Only) (copies in green folder; available in XXX)
* Credit Union documents (copies in green folder along with master; HR receives periodic updates from Credit Union)
* Legal Notices:
  + New Health Insurance Marketplace Coverage Options and Your Health Coverage (ACA) (available in XXX)
* **Section 3: (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