


<p style="text-align: center;"><b>TOWNSHIP OF VERONA</b> <b>COUNTY OF ESSEX, NEW JERSEY</b></p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Employee Onboarding
	Policy Reference No:	4-7
	Release Date:	6 January 2023
	Approved By:	Joseph D'Arco, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	1
	No. of Pages:	2
	Applicability:	All Employees

The Township's onboarding efforts will aim to:

- (1) Help new employees get to know their Department/team;
- (2) Provide useful information about their position; and
- (3) Advise new employees about Township policies and procedures

New employees will also be provided with copies of all forms and acknowledgements which must be signed and returned to the Township for inclusion in the employee's official personnel file.

Such forms may include:

Basic Information  
Employee Information Form  
Emergency Contact Form

Payroll Information  
W-4 (Federal)  
W-4 (State of New Jersey)  
I-9  
E-Verify  
Direct Deposit Authorization  
EmployeeXperience Enrollment  
Receipt of Personnel Action Form  
Pension

Benefits Enrollment  
Medical Insurance  
Prescription Coverage  
Dental Coverage

Deferred Compensation Enrollment

Personnel Manual Execution

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1	6 January 2023	Changed approver from Cavallo to D'Arco	JD