

**HEARTLAND HOMES INC.
EMPLOYMENT PACKET AND EMPLOYEE ORIENTATION CHECKLIST**

Employee Name: Jacqueline Linquist-Hanson

Program: Woodland **Status:** Casual

Employment Start Date: 10/18/24

Policy Book Tab Color	BACKGROUND STUDY	Date	Employee's Initials	Supervisor's Initials At Review	Policy Book Tab Color
	Background Study Submitted	10/18/24	[Signature]	[Signature]	
	Background Study Received	10/19/24	[Signature]	[Signature]	
	DRUG TESTING	Date	Employee's Initials	Supervisor's Initials At Review	
	Drug Testing Information Given to Employee/ Appt Made	10/16/24	[Signature]	[Signature]	
	Acknowledgment and Pretest Notice Form	10/14/24	[Signature]	[Signature]	
	Alcohol & Drug Use/Alcohol & Drug Testing Policies read & reviewed	10/11/24	[Signature]	[Signature]	
	EMPLOYMENT FORMS	Date	Employee's Initials	Supervisor's Initials At Review	
	W-4 Form Completed	10/18/24	[Signature]	[Signature]	
	MN New Hire Form Completed	10/18/24	[Signature]	[Signature]	
	I-9 Eligibility Verification Form Completed	10/18/24	[Signature]	[Signature]	
	Emergency Contact Form	10/18/24	[Signature]	[Signature]	
	Hepatitis B Form	10/18/24	[Signature]	[Signature]	
	Direct Deposit of Payroll	10/18/24	[Signature]	[Signature]	
	QuickBooks Workforce: Acces your paychecks and W-2s online	10/18/24	[Signature]	[Signature]	
	New Bank Account Application	10/18/24	[Signature]	[Signature]	
	MVR Authorization	10/11/24	[Signature]	[Signature]	
	Photo Authorization Form/Auto Insurance Verification	10/18/24	[Signature]	[Signature]	
	Simple IRA	10/18/24	[Signature]	[Signature]	
	Health Insurance Marketplace Information	10/18/24	[Signature]	[Signature]	
	Employee Notice	10/18/24	[Signature]	[Signature]	
	Personnel Record Form	10/18/24	[Signature]	[Signature]	
	Location/Access of Policy and Procedure Manual	10/18/24	[Signature]	[Signature]	
	Get Started Using TSheets on a Computer	10/23/24	[Signature]	[Signature]	
	ADMINISTRATIVE INFORMATION	Date	Employee's Initials	Supervisor's Initials At Review	
	Mission Statement	10/18/24	[Signature]	[Signature]	
	Guiding Values	10/18/24	[Signature]	[Signature]	
	History and Programs	10/18/24	[Signature]	[Signature]	
	Operating Philosophy, Purpose and Goals	10/18/24	[Signature]	[Signature]	
	Organizational Structure	10/18/24	[Signature]	[Signature]	
	Board of Directors	10/18/24	[Signature]	[Signature]	
	Bylaws of Heartland Homes Inc.	10/18/24	[Signature]	[Signature]	
	Definitions for Terms Used	10/18/24	[Signature]	[Signature]	

Policy Book Tab Color	EMPLOYEE POLICIES	Date	Employee's Initials	Supervisor's Initials At Review	Policy Book Tab Color
	Alcohol and Drug Use / Alcohol and Drug Testing	10/18/24	[Signature]	[Signature]	
	Anti Fraud	10/18/24	[Signature]	[Signature]	
	Attendance at Staff Meetings and Training	10/18/24	[Signature]	[Signature]	
	Communicable / Chronic Infectious Disease	10/18/24	[Signature]	[Signature]	
	Direct Deposit and Payroll	10/18/24	[Signature]	[Signature]	
	Employee Driving	10/18/24	[Signature]	[Signature]	
	Employee Expenses and Reimbursement	10/18/24	[Signature]	[Signature]	
	Employee Right to Know	10/18/24	[Signature]	[Signature]	
	Fitness For Duty / Return to Work	10/18/24	[Signature]	[Signature]	
	Grievance Procedure - Employees	10/18/24	[Signature]	[Signature]	
	Inclement Weather	10/18/24	[Signature]	[Signature]	
	Injury Management Program	10/18/24	[Signature]	[Signature]	
	Non-Fraternization - Dating	10/18/24	[Signature]	[Signature]	
	Personnel Records	10/18/24	[Signature]	[Signature]	
	Records Retention - Employee and Program	10/18/24	[Signature]	[Signature]	
	Safe Transportation	10/18/24	[Signature]	[Signature]	
	Safety in the Workplace	10/18/24	[Signature]	[Signature]	
	Sharing Client Information	10/18/24	[Signature]	[Signature]	
	Staff and Client Relationships	10/18/24	[Signature]	[Signature]	
	Telephone, Cell Phone, Texting, Computers, Internet and Email	10/18/24	[Signature]	[Signature]	
	Time Sheets	10/18/24	[Signature]	[Signature]	
	Volunteers at Heartland Homes	10/18/24	[Signature]	[Signature]	
	Weapons and Firearms	10/18/24	[Signature]	[Signature]	
	Whistle Blower	10/18/24	[Signature]	[Signature]	
	EMPLOYEE HANDBOOK AND JOB DESCRIPTION			Supervisor's Initials	
		Date	Employee's Initials	At Review	
	Employee Handbook	2 hrs take home 10/19/24	[Signature]	[Signature]	
	Job Description	↓ take home 10/19/24	[Signature]	[Signature]	

ACKNOWLEDGEMENT

By signing this sheet I acknowledge that I have read and understand the information, policies and procedures presented to me. This information is covered in the Heartland Homes Administration and Employee Polices and Procedures listed above. I have had the opportunity to ask questions and received answers to my questions. These policies have been reviewed with me.

I have read and understand the policies outlined in the Employee Handbook. I understand the Handbook is intended only as a general reference. It is not intended as a full statement of organizational procedure or as a legal contract. I have been informed of the location and have access to the Employee Handbook. Designated Coordinators are responsible to keep me informed of changes to the employee handbook. I further understand that each handbook is the property of Heartland Homes Inc. Copying any section of the book for use outside of the organization is prohibited. Any questions or comments regarding this handbook should be directed to the Office/HR Coordinator, Designated Coordinator or Executive Director. I acknowledge that I have reviewed and understand the Employee Handbook dated September 18, 2014. I further acknowledge that I understand that my employment with Heartland Homes Inc. is at will employment and either I or the company can terminate my employment at any time.

I have also been given a copy of my Job Description. I have reviewed and understand the Job Description given to me and the duties and responsibilities discussed in the Job Description.

Date: 10/18/24
 Print Name of Employee: Jacqueline Lindquist-Hanson
 Signature of Employee: [Signature]

Total Time for Employment Packet and Orientation Training	Hours	4 1/2
Begin New Employee Orientation Training Packet And Checklist	Date	10/21/24
Begin New Employee On The Job Training And Checklist	Date	