**Contents of Full Time New Hire Binder**

**Updated 8/13/2025**

**Left Side Pocket**

* (1A) LBK Chamber of Commerce Street Map (from LBK Chamber of Commerce)
* (2A) Ergonomics in the Office
* (3A) Payroll Schedule (check for current year)
* Lanyard

**In Binder Rings -Use 5-tab dividers, print front label**

* (4A) Commissioner List (make sure to use updated doc)
* (5A) Computer and Internet Policy
* (6A) Public Records Policy (if police use their Oath, not general one)
* (7A) Updated Employee Holiday Schedule
* (8A) Personnel Rules and Regulations (PRR)
* (9A) IAFF or (10A) PBA (found as separate folder in External Drive under HR, New Employee Handbook)
* (11A) Police Take Home Vehicle Agreement

**Loose in Binder**

* Organizational Chart (receive latest updated version from HR Office Manager)

**Plastic Folder Placed Loose in Binder**

* Please separate sections with paper clip
* **Section 1:**
* **Paper Clip 1**
* (12A) I-9 Form (updated until 5-31-27)
* **Paper Clip 2**
* (13A) W-4 Form (changes yearly in January)
* **Paper Clip 3**
* (14A) Attendance and Leave Under Pandemic Conditions
* (15A) Cell Phone Use
* (16A) Gift Policy
* (17A) Usage of Artificial Intelligence
* (18A) Tiktok Restriction
* **Paper Clip 4**
* (19A) Misconduct and Harassment Policy
* **Paper Clip 5**
* (20A) Performance Evaluation Rating Guide
* (21A) Town Core Values, Mission and Vision Statement
* (22A) Strategic Plan and BEACH
* (23A) EAP Program Sheet 1
* (24A) EAP Program Sheet 2
* (25A) Exposure Control Plan Q&A General Employees
* (26A) Exposure Plan Guidelines General Employees
* (27A) Exposure Control Plan Fire-Police