

SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1112
	SECTION: 1100 PERSONNEL	
	SUBJECT: NEW HIRE PAPERWORK	
	<i>MAY 10, 2011</i>	
<i>Melvin P. Murray</i>		

Purpose: To establish a list of necessary paperwork for new personnel.

Scope: This procedure is to be applied upon entry of new personnel.

The Scotts Valley Fire Protection District (SVFPD) hires several different classifications of employees including permanent Full-Time, Paid Call Firefighter (PCF), Fire Corps Volunteer and Elected Board Director. This procedure identifies the necessary paperwork for each classification of new personnel.

Full Time Permanent Employee:

Full Time Pre-Employment Paperwork:

- SVFPD Application
- DMV Report
- Background Investigation
- CPAT Card *(may not be required for all positions, based on job description)*
- Medical Physical *(may not be required for all positions, based on job description)*

Full Time Paperwork:

- Cabrillo Application
- DMV Employee Security Statement/Pull Program Authorize Release
- Emergency Contact Form
- I9 Form
- ING – Deferred Comp Election/Beneficiary Forms
- Insurance – Health/Life/Vision/Dental
- Oath of Office
- PERS – Member Action/Beneficiary/Not covered by Social Security Forms
- Personnel Files – *Refer to Policy 1400*
- Personnel Record
- Payroll Action Form
- W4 Federal/State

Paid Call Firefighter (PCF):

PCF Pre-Employment Paperwork:

- SVFPD Application

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PCF Pre-Employment Paperwork *(continued):*

DMV Report
CPAT Card
Background Investigation
Medical Physical

PCF Paperwork:

Cabrillo Application
DMV Employee Security Statement/Pull Program Authorize Release
Emergency Contact Form
I9 Form
SVFPD Insurance – Accidental Death/Dismemberment & Accident and Sickness Program
Oath of Office
Personnel Files – *Refer to Policy 1400*
Personnel Record
Payroll Action Form
W4 Federal/State

Fire Corps Volunteer:

Fire Corps Paperwork

SVFPD Application
Background Investigation

Board Director:

Board Director Paperwork

County Election Results
Board Director Information Sheet
Conflict of Interest
Ethics Training
I9 Form
Oath of Office (From the Elections Department)
Personnel Files – *Refer to Policy 1400*
Personnel Record
Payroll Action Form
W4 Federal/State