



TOWN OF HUBBARDSTON NEW EMPLOYEE CHECKLIST

Congratulations and welcome to the Town of Hubbardston. All new employees must review and complete the enclosed documents and attend a new employee orientation. Taking the time to go through these materials will help you make the best choices for you and your family and ensure your first days on the job go smoothly. If you have any questions, please contact the Executive Assistant at 978-928-1400 x200 or bos@hubbardstonma.us.

Before your first day:

- Schedule your New Employee Orientation with the Executive Assistant

Complete the following forms and bring them to your orientation:

- I-9 Employment Eligibility Verification (bring acceptable forms of ID from the list provided)
- W-4 and M-4 Tax Withholding Forms
- Direct Deposit Enrollment
- Social Security Form SSA-1945
- Emergency Contact Information
- Municipal Policies Acknowledgment (sign after reviewing the policies provided)
- CORI (Criminal Offender Record Information) Acknowledgment Form
- Complete the required Conflict of Interest and Ethics Training - Access the online training [here](#) and provide your certificate of completion to the Executive Assistant before your first day of work
- Schedule Required Pre-Employment Screenings (if applicable to your position)

Review the benefits you are eligible for, including:

- Health Insurance (if regularly scheduled 20+ hours/week)
- Dental Insurance

A appointment will be made within your first 60-days to review:

- Long-Term Disability (basic coverage provided, option to purchase additional)
- Life Insurance
- Retirement Savings Plans

Bring the following to your New Employee Orientation:

- Completed forms listed above
- I-9 identification documents
- Dependent verification documents like marriage and birth certificates if enrolling in health/dental
- Voided check for direct deposit

Forms that can be completed during orientation:

- Health and Dental Insurance Enrollment

We look forward to welcoming you to the Town of Hubbardston team! Please reach out to the Executive Assistant with any questions as you complete your onboarding.