

## Connie Singleton

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**From:** Lisa Zirkle  
**Sent:** Tuesday, September 15, 2009 10:42 AM  
**To:** Peggy Vasquez; Connie Singleton  
**Subject:** Fwd: New Hire and Promotion Policies - Revision Page 4

Please see below for your use.

Thanks!

Sent from my iPhone

Begin forwarded message:

**From:** Lisa Zirkle <lzirkle@wilco.org>  
**Date:** September 15, 2009 9:30:39 AM CDT  
**To:** Valerie Covey <vcovey@wilco.org>  
**Subject:** New Hire and Promotion Policies - Revision Page 4

Commissioner Covey – Pursuant to our discussion, please see the current and proposed wording below for the New Hire and Promotion Policies section we reviewed. Please let me know if you have any questions or concerns regarding the proposed wording. Thank you.

Current:

All new employees must complete the following two steps: (1) complete necessary payroll forms during their first **three (3)** days of employment and provide documentation pursuant to the requirements of the Immigration Reform and Control Act and (2) attend an orientation meeting, normally held each Monday by the Human Resources Department. New employees shall return benefit enrollment forms to the Human Resources Department within 30 days of their hire date.

Proposed:

All new employees must complete the following two steps:

(1) Complete the new hire packet, which includes the Federal I-9 and W-4 forms, preferably on or before their hire date but no later than their third (3<sup>rd</sup>) day of employment. The Human Resources Department is available to provide these forms and to assist a new employee with completion and processing of these forms. As part of the new hire packet, a new employee will also need to provide documentation pursuant to the requirements of the Immigration Reform and Control Act. A list of acceptable documents to meet these requirements will be forwarded from the Human Resources Department and can also be found on the Williamson County Human Resources Department Web site or at <http://www.uscis.gov/files/form/i-9.pdf>. For any questions or assistance in completing the new hire packet or the required documentation, please contact the Human Resources Department at 512.943.1533 or [hr@wilco.org](mailto:hr@wilco.org).

(2) Attend a new hire orientation session in the Human Resources Department located at 301 S. E. Inner Loop, Suite 108, Georgetown, TX 78626. As of September 28, 2009, new hire orientation sessions will be held each Monday at 9:00 a.m. and each Thursday at 1:30 p.m. New employees shall return benefit enrollment forms to the Human Resources Department within 30 days of their hire date.

*Lisa R. Zirkle, SPHR, CCP  
Interim Human Resources Director  
Williamson County  
"A Leader in Total Compensation - Pay, Benefits, Retirement"*

9/15/2009