

Regular Part-Time Employee (1,000 Hours Annually)

New Employee Orientation

1. Wayne County Personnel Policy, a current copy is available at www.waynegov.com under the Human Resources Department
2. Participation in the NC Local Retirement System has been offered.
3. Cornerstone Employee Assistance Program is available by calling 1-877-305-6259 and offers free counseling for all employees up to three visits per concern.
4. Payroll Procedure is covered in the Personnel Policy, Article 2, Section 12. Pay day is the 25th of each month, except the month of December (pay on the 20th).
5. Direct deposit is required. Any changes in banking must be reported to Human Resources as soon as possible.
6. Vacation leave cannot be taken for 90 days. See Personnel Policy Article 6, Sections 4 – 8 for details.
7. Sick leave cannot be taken for 30 days. See Personnel Policy Article 6, Section 9 for details.

By signing this document, I acknowledge the above items have been presented to me and I have been given an opportunity to ask questions regarding my participation.

Signature

Date