

## **SECTION 3**

## **PERSONNEL**

### **1. MANAGER/SECRETARY**

\_\_\_\_\_ CD EMPLOYEE POLICY

\_\_\_\_\_ CD JOB DESCRIPTION

**EMPLOYEE POLICY (SAMPLE)**

**DISTRICT MGR/SEC JOB DESCRIPTION (SAMPLE)**

**CURRENT APPLICATION**

**TIME SHEET**

### **2. SEASONAL PERSONNEL**

**JOB DESCRIPTIONS**

**JOB APPLICATION**

**POLICIES (IF APPLICABLE, or see POLICY MANUAL)**

**TIME SHEET**

### **3. FORMS (W-4, I-9, SAFETY BROCHURE, DRIVERS LICENSE QUERY RELEASE, TRAINING RECORD, PROOF OF INSURANCE)**

**\*ALL FORMS PERTAIN TO ALL EMPLOYEES**

### **4. NEW HIRE REPORTING (SEE LINK IN SECTION 9)**

**\*MUST BE COMPLETED WITHIN 20 DAYS OF FIRST DAY OF  
WORK FOR WAGE**