

Portage County

Onboarding Guide for New Employees



Onboarding Checklist:

Items completed with the HR Department~

- ✓ Attend New Hire Orientation with the Human Resources Department located at 449 South Meridian Street, Ravenna, OH 44266, on the 7th floor in room 708.
Please note the Administration Building's public access door is not open until 8am. Therefore, we do not expect you to be on the 7th floor until 8:05am.
- ✓ Complete Benefits Enrollment Forms
- ✓ Complete HR/Payroll Forms
- ✓ Complete the online training through CORSA University:
 - Sexual Harassment in the Workplace
 - Ethical Behavior for Local Government
 - Defensive Driving Basics
- ✓ Acquire your Portage County ID badge (if applicable).
- ✓ Complete a Parking Form to initiate the process to receive an assigned parking spot at your department's worksite (if applicable). You can register up to two (2) license plates.

Items completed with your department~

- ✓ Acquire your office keys from your supervisor (if applicable).
- ✓ Get instructions from your department regarding the phone system and set up your voicemail (if applicable).
- ✓ Use email and ask the IT Helpdesk to assist with setting your email preferences, if needed.

Items you need for first day:

- **Payroll paperwork** (forms will be provided by HR if you have not yet received a copy of them)
- **A voided check**
- **Two pieces of documentation to complete your I-9 form** (passport, driver's license, state issued photo ID, social security card, birth certificate, etc.)
- **The social security number(s) of any dependent that you would like to add to your benefits package.**

Resources:

- **Supervisor or Manager:**
 - Understand your title, function, duties, responsibilities and how your job relates to others in your area.
 - Your workplace/location.
 - Expected work hours/shift.
 - Reporting work time and how to report off work.
 - If you have **any** question – just ask!
- **Human Resources:** 330-297-3603
 - County job opportunities: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities-portage-county-government>
- **Benefits:** 330-297-5326
 - Website: <https://www.portagecounty-oh.gov/human-resources/pages/benefits-employment>
- **Payroll:** Please see your Departmental Payroll Clerk for any questions or issues regarding payroll.
- **Employee Assistance Program (EAP):** 330-297-3603
 - Website: <https://www.portagecounty-oh.gov/human-resources/pages/eap-information-employees>
- ***Employee Discounts:** https://www.portagecounty-oh.gov/sites/g/files/vyhlf3706/f/uploads/discounts_o.pdf
- ***Electronic Board of Commissioners Personnel Policy Manual:**
https://www.portagecounty-oh.gov/sites/g/files/vyhlf3706/f/uploads/ppm_effective_may_19_2022.pdf
- **Information Technology Services:** 330-297-3584
 - Website: <https://www.portagecounty-oh.gov/information-technology-services>
- **Risk Management:**
 - * **Workers Compensation or work-related injury:** Susan Lynn
330-297-5325
slynn@portageco.com
 - * **Property Related Incident / Accident:** Sara Hoag
330-297-3601
shoag@portageco.com
 - Injury Reports and Incident / Accident Reports – if you are injured at work or involved in an accident, please complete the Injured Worker Packet.
 - Refer to Section 9 / Job Safety in the Portage County Board of Commissioners Personnel Policy Manual.

Frequently Asked Questions ~

Q. How will I receive my first paycheck?

A. **Your first check will be an actual (live) check that you will need to deposit into your account. All subsequent checks will be directly deposited into your account.**

Q. How do I access my paystubs once my check is processed through direct deposit?

A. **You will receive an electronic copy of your paystub via email to the address that you provided on your direct deposit form.**

Q. How and when do I receive my employee badge?

A. **Human Resources will either take a headshot of you or request that you email a recent headshot of yourself to be used on your employee badge. You will receive the badge on your first day during onboarding with Human Resources.**

Q. Does Portage County have an emergency alerting system?

A. **Yes, Portage County utilizes an online based software program through Inspiron Logistics called WENS or Wireless Emergency Notification System. If your department participates in this system, you will receive an enrollment form included with your hiring paperwork. For further information please contact the Emergency Management Office at 330-297-3607.**

Q. I need to take time off, what do I do?

A. **You will need to complete a Request for Leave form. The form needs to be completed and submitted during the pay period that the leave occurred in. Ask your department how to get access to the form. Some departments may utilize a different practice, please check with manager for specific process designated in your department.**

Q. My computer is not operating correctly, what do I do?

A. **Submit an IT Helpdesk Ticket including your workstation name and a detailed description of the malfunction. Ask your department for instructions on how to submit a ticket to the IT Helpdesk.**

Q. How do I access my balance for accrued vacation and sick time?

A. **Your current balance for earned leave time is printed at the bottom of your bi-weekly pay stub. If you have questions regarding your leave balance, please contact your departmental payroll clerk.**

Q. I need to change my address, what should I do?

A. **You can email your new address to your supervisor or notify your department payroll clerk of the change of address.**

Q. I was injured at work, what do I do?

A. **Report the injury/incident to your supervisor and Susan Lynn, Benefits & Leave Administrator, and complete the applicable paperwork within the injury packet no later than 24 hours. If medical treatment is needed, it must be completed with a BWC certified medical provider and the MCO identification card and MEDCO-14 form from the injury packet must be presented at the time of treatment.**

Q. How do I access the injury packet for an on-the-job injury or incident?

A. **The packet is accessible through Outlook ➡ Folders; All Public Folders; Risk Management/Safety; Injured Worker Packet.**

Benefits of Being a Part of Team Portage County!

- Paid Holidays: Full-time employees receive twelve (12) paid holidays per year.
- Sick leave: 15 days earned per year that begin accumulating immediately without limit.
- Paid Time Off (personal days and vacation time):
 - ~Full-time non-probationary employees annually earn three (3) additional personal days*.
 - * Bargaining unit employees may accrue differently under their respective Collective Bargaining Agreement*
 - ~Full-time employees annually earn and accrue vacation time, according to the number of years of service the employee has completed (see rate chart below).

40-hour per week employees	Yearly accrual	Bi-weekly accrual
0-7 years of service	80 hours of vacation	3.1 hours
8-14 years of service	120 hours of vacation	4.6 hours
15-24 years of service	160 hours of vacation	6.2 hours
25 or more years of service	200 hours of vacation	7.7 hours

- Wellness Incentive Program: Qualified gym memberships may be eligible for reimbursement up to \$30.00/month. Some restrictions apply, please review the details of the Wellness Incentive Program Participation Agreement. **Must be a Medical Mutual member to participate in program.**
- LifeService's Employee Assistance Program (EAP): Eligible employees and their dependents may receive up to six (6) free confidential counseling sessions per incident.
- Low deductible Medical Plan which includes vision, prescription, and hearing coverage: Benefits begin on the first day of employment.
- Dental Insurance: Benefits begin on the first day of employment.
- Ohio Public Employees Retirement System (OPERS): Employee contributes 10%, Employer contributes 14%
- Deferred Compensation plans (457): Voluntary program designed to supplement your retirement benefits.
- Membership to the Seven Seventeen Credit Union: All employees are eligible to become members.
- Compensation Plan Structure: Each **eligible** employee will receive a step increase in their assigned pay grade every year on the anniversary of the employee's original hire date until they reach the Midpoint of their assigned pay grade. Once an employee reaches the Midpoint, the employee will receive a step increase every two years on the anniversary of the employee's original hire date until they reach the Maximum of their assigned pay grade. The plan is intended to cover both full-time and part-time non-bargaining unit employees.
- Medicare: Your earnings from this job are not covered under Social Security, however, your Medicare benefits will not be affected.