

POLICY NUMBER

APM-3-80

City of Miami

REVISIONS

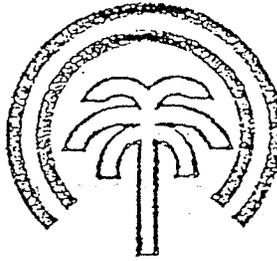
REVISED  
SECTION

DATE OF  
REVISION

August 15, 1980

ISSUED BY:

*[Handwritten Signature]*



Part I, Second Paragraph  
and No. 3

SIGNATURE

ADMINISTRATIVE POLICY

SUBJECT: EMPLOYEE ENROLLMENT

PURPOSE: To provide an official policy relating to employee enrollment; to provide uniform standards and procedures for employee enrollment.

THE POLICY WILL BE AS FOLLOWS: The Department of Human Resources will provide a centralized procedure for enrollment of all new employees, both classified and unclassified. This procedure will include medical examinations, group insurance, pension enrollment, employee withholding tax forms, and other procedures related to initial employment.

I. ADMINISTRATION:

The Director of Human Resources is responsible for the overall administration of employee enrollment.

Department Heads are responsible for referring employees to the Department of Human Resources for enrollment, and scheduling appointment with City Physician for employee medical examination.

Employees are responsible for submitting accurate information related to personal data requested on enrollment forms.

The Director of Human Resources shall:

1. Provide a place, schedule and procedure for employee enrollment.
2. Report, record and process employee enrollment forms and other pertinent data.
3. Schedule appointment with Police Department for fingerprinting employee and obtaining City identification card.
4. Schedule other appointments as required.
5. Establish a follow-up procedure to ensure that all requirements related to employee enrollment have been properly implemented.



II. IMPLEMENTATION:

1. The Finance Department, Pension Office and other City Departments will furnish to the Department of Human Resources copies of forms that new employees are required to sign, and copies of informational materials that new employees should have for orientation to City insurance, pension, and other programs.
2. The Director of Human Resources is authorized to issue procedures to implement this policy.