Dear [Employee Name],

Welcome to Canton City Public Health (CCPH) and the [Division Name] team!

My name is [Onboarding Coordinator Name], and I am the Human Resources (HR) liaison for CCPH.

We are pleased to confirm your acceptance of our offer to hire you as a [full-/part-] time [Position Title] position, reporting to [Supervisor’s Name], with a starting annual salary/hourly rate of [Salary or Per Hour Rate] (paid bi-weekly), and a 90-day probationary period. Your **start date will be** [Start Date].

Within one week prior to your start date, **Jamesha Oliver of Canton City Human Resources will email you with instructions for you to complete all necessary pre-start documents.**

(Please note that the CCPH an extension of the City of Canton, and while you will be working for the health department, you are a City of Canton employee. You will often interact with the City of Canton HR and possibly other departments within the City!)

If you could, please also complete the following before your start date:

* **Send me a work-appropriate photo as soon as possible** so we can prepare your employee badge for your first day. You will use this badge to enter the employee work areas.
* **Provide background information (professional, educational, and/or personal)** which you would like to share with your CCPH coworkers in an introductory email. A photo will be included; I can use your badge photo for this, or you may send a separate photo if you wish.
* **Have two forms of ID (your photo ID and Social Security Card) prepared** to bring on your first day. HR will need these items to complete your onboarding.
* Review the health department’s[**dress code policy here**](http://www.cantonhealth.org/pdf/800-053-P%20Business%20Casual%20Dress%20Code_APPROVED_20191106.pdf).
* You may also review these items prior to your first day (though not required):
* Your Position Description (Job descriptions can be found [here](http://www.cantonhealth.org/?pg=445))
* [CCPH vacation, personal holiday, sick time and compensation time policies](http://www.cantonhealth.org/pdf/800-004-P%20Attendance%20Reporting%20Policy_Approved_20190605.pdf)
* [Summary of Benefits and Coverage](http://www.cantonhealth.org/pdf/City%20of%20Canton%20NonBargaining%201350_2700%20Feb%202020.pdf)

**When you arrive on your first day**, you may park in the free lot on the corner of 5th and Cherry avenue North, or in one of the closer paid parking lots if you wish. Enter the Health Department through the front doors facing Market Avenue, report to the Vital Statistics lobby (first door on your left), and ask for [Supervisor Name].

Should you have any questions prior to your first day, please do not hesitate to reach out to me, your supervisor, or City HR if you have any questions!

We are excited to have you join us at the health department!

**Canton City Public Health Mission, Vision and Values**

**Mission**
Working together to prevent the spread of disease, promote health and protect the public from harm.

**Vision**
Healthy Neighborhoods, healthy neighbors, healthy families.

**Values**
**Quality** – Efficiency and effectiveness in our programs.
**Equity** – Focusing resources where they are needed most.
**Service** – Ask, listen, and respond to the needs of the community.
**Trust** – Inclusive, accountable, and transparent in all we do.