Miller Pipeline

Checklist Process

Non-Union and Union/Supervisor

This form should be used for New-Hires and Promotions

When you have a Union or Non-Union new hire, there are many details regarding their employment that needs to be considered. The hiring manager should work with their area VP to complete this form and obtain proper approvals for items needed. This is also applicable to employees that are being promoted into a Supervisory (union) or Non-Union role.

1. Obtain the Checklist via the Forms or Orientation Paperwork page on the Miller Pipeline Hub and review it. This will help guide you through important questions that others might ask.

2. Across the top of the form, choose the appropriate box in regards to the status of the employee: union or non-union. Also, check whether the employee is one of the following: new hire, promotion, temporary hire, or part-time hire.

3. Fill out the employee's name, start or promotion date, office location, area, and cost center. Complete the job title, however; if you want to create a new job title, you must get approval from HR and your area VP. Your name should be on the Hiring Manager line.

4. Next, determine which items the employee will need to perform their job. For their cell phone, be sure to highlight if a cell phone or a blackberry is needed. ***All items must be approved by the area VP before submitting the form to HR.***

5. Additionally, you must determine the approval limit the employee will have. This is based on the employee's job title. If there is confusion regarding the job title and approval limit, refer to the Miller Pipeline Approval Limit Policy or contact the Human Resources Department for further assistance.

6. Next, you will need to determine whether the employee will have company benefits. Most non-union employee will be on company benefits. All Supervisors (that are in the union) will not be on company benefits. Additionally, you should to find out if the new-hire will have AS400 and Views. Views is a performance management database that tracks financials, safety, HR, and job cost by region. Only supervisory staff should have access to this.

7. Once the form is complete, submit it to HR. The Human Resources Department will distribute the form to key personnel in the corporate office as well as send it to the hiring manager and area VP.

8. The hiring manager will be contacted if there are further questions regarding the new-hire.