

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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09/23/2010, 7/24/2019,
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New Employee & Supervisor Orientation

OVERVIEW: This procedure demonstrates the County's commitment to providing an informative and meaningful introduction into the County service to all newly hired employees and new supervisors.

SCOPE: This procedure applies to all newly hired permanent full and part-time employees, along with new supervisors.

PROVISIONS:

1. **General Rule.** On the first day of employment, all employees will attend an orientation-training program coordinated by the Human Resources Department. New supervisors will be required to attend one of the quarterly supervisor orientations within the first 6 months of their start date.
 - a. In addition, Department Directors may hold an additional orientation program specific to their department.
2. **Additional Training.** Each department will be responsible for providing adequate on-the-job training to each employee, which will cover the employee's position responsibilities, performance review factors, working conditions, safety requirements, a review of the Employee and Administrative Policies and Procedures and other areas.

County Manager

County Attorney