

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

Policy No.: 4-9
Revision No.: 1

Effective: 09/23/2009
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New Employee Orientation

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

SCOPE: This policy applies to all newly-hired regular full and part-time employees.

PROVISIONS:

1. **General Rule.** Within the first three months of employment, all newly hired employees will attend an orientation-training program coordinated by the Human Resources Office.
 - a. In addition, department directors may hold an additional orientation program specific to their department.
2. **General County Employment Information.**
 - a. The orientation session will provide information on employee policies, work requirements, and benefits.
 - b. Information will be presented orally and supplemented with written materials as appropriate.
3. **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.
4. **Forms.** After receiving orientation, each employee will sign a form indicating receipt and understanding of the information provided.
 - a. This form will be maintained in the employee's personnel file.

County Manager

County Attorney

