

## **Procedure 603-2: Employee Orientation**

### **New Employee Orientation**

The smooth assimilation of new employees is essential for successful performance and retention. New employees will be provided with department/agency/office-specific orientation and with Countywide orientation. The department/agency/office should schedule employees to attend the first available New Employee Orientation session after their date of hire or status change.

The Department of Human Resources is responsible for the overall development and coordination of Countywide orientation programs. New Employee Orientation will familiarize employees with County policies and procedures, benefits programs, and benefits enrollment procedures. It will also provide an overview of Johnson County Government as an organization including its philosophy, vision, mission, goals, and values. It will inform employees as to where and how to access the Human Resources Policies and Procedures. It will also familiarize employees with certain key policies and procedures including those related to ethics and the procedure for reporting unlawful discrimination and harassment. Employees may complete any necessary new hire paperwork at orientation.

### **New Executive Orientation**

The County Manager's Office, with guidance from the Department of Human Resources, is responsible for coordinating orientation for executives and appointed officials to familiarize them with County philosophy, operations, policies, and procedures.

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