

## EMPLOYEE ORIENTATION PROGRAM

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### SUMMARY

The purpose of the orientation program is to welcome and inform new employees of the conditions of employment, benefits, and other working conditions, all of which are governed by County policies and procedures. The program includes the County orientation and the work site orientation. The County orientation is given to the new employee by the Human Resources Department within the first month of employment. The work site orientation is given to the new or transferred employee by the work site supervisor before the end of the first pay period.

### PROCEDURE

#### County Orientation

1. The New Hire Center, Human Resources Department, schedules the employee for County orientation when the employee is processed at the New Hire Center.
2. Employee reports to the orientation class site at the location and on the date designated on the card.
3. The Human Resources Department notifies the employee's department personnel representative (DPR) when the employee does not attend the orientation.

#### Work Site Orientation

1. Orientation departments are encouraged to conclude work site orientations with new or transferred employees. The Work Site Orientation Form is available through the Internal Services Print Shop.
2. DPR types employee's name, employee I.D. number and classification on form, and forwards it to the immediate supervisor.
3. Supervisor conducts the work site orientation explaining the items listed on the form.
4. Supervisor and employee sign and date the completed form to verify that each item has been explained.
5. Supervisor distributes copies of the completed form before employee's first pay period:
  - a. Yellow copy - employee
  - b. Pink copy - department file
  - c. White copy - Payroll and Information Management Division, Human Resources Department places white copy in employee's personnel file.

### CONTACT(S):

#### Department/Division

Human Resources Department, Career Development