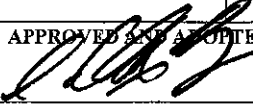
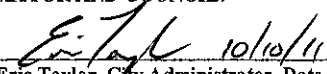
	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: NEW HIRE ORIENTATION
	NUMBER: EMP 5-0	REVISIONS:	EFFECTIVE DATE: 10/03/2011
	SUPERCEDES:	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:  	
	A. Max Bacon, Mayor, Date	Eric Taylor, City Administrator, Date	

PURPOSE: To provide newly hired employee with an orientation program on employee benefits and City personnel policies and procedures.

STATEMENT OF POLICY

The Human Resources Department is responsible for the overall development, coordination, and presentation of the orientation program for newly hired employees. Such presentation will include a general overview to employee benefits and the City's general personnel policies and procedures. Each respective department will be responsible for orientation as it applies to the employee's specific job duties.

During New Hire Orientation, employees will:

1. Complete all required documentation, including tax forms, emergency contact information and Employment Eligibility Form (I-9);
2. Receive training on the City's Personnel Policies and Procedures; and
3. Receive information regarding the City's Benefits program.

Each respective department is responsible for orientation as it applies to introducing the new employee to his or her specific job and the department. The department will provide a basic understanding of what the new employee's job involves, including:

1. The employee's work hours and/or schedule
2. The employee's essential job duties and responsibilities
3. With whom the employee should consult whenever he or she has problems or questions
4. A description of the employee's supervisory or lead worker responsibilities (if any)

All newly hired employees are required to attend New Hire Orientation conducted by the Human Resources Staff. Such orientation will normally occur on the employee's first day of employment, unless other schedule arrangements have been made between the Department Head and Human Resources prior to the employee's first day.