

3.15 ORIENTATION

All new employees will attend a county orientation on the first day of employment. The orientation conducted by Human Resources will explain the County's organization and services, work rules, standards of performance, and personnel policies and procedures. Each employee will receive access to a copy of the Personnel Policies Manual and once reviewed an Employee Acknowledgement of Personnel Policies & Return of County Property form is given to each employee to sign. Employees are responsible for knowing and following the information contained in the personnel policies.

Human Resources will provide an overview of employment benefits eligibility and enrollment procedures, and will provide the necessary forms and deadlines to new employees on enrollment forms.

Before an individual begins performing his or her actual duties, he or she will be given a brief departmental orientation session, conducted by the Elected Official or Department Head for whom he or she will be working, or by that person's designated representative. The purpose of the session is to enable a new employee to understand his or her job better, as well as that job's relationship to the overall operation of county government.