

# ADMINISTRATIVE PROCEDURES



Procedure Number: 23-3

Effective Date: 04/18/1983

Revision Date: 10/1/2007

*C. Dulles*  
County Administrator

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**SUBJECT: ORIENTATION PROGRAM FOR NEWLY HIRED EMPLOYEES**

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**DEPARTMENT RESPONSIBLE: Human Resources Department**

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## I. STATEMENT

All employees newly appointed to permanent part-time or full-time status shall attend orientation programs presented and scheduled by the Human Resources Department. These programs provide essential information to new employees.

## II. PROCEDURE

New employee orientation is scheduled three times a month on Thursday mornings at 8:30 a.m. in the Human Resources training room, located at 150 W. Congress Street, 4<sup>th</sup> floor.

Notify Human Resources in advance at 740-8464 (site code 10) to register newly hired eligible employees for attendance. Parking vouchers will be made available at the time of orientation for those employees who do not work downtown and/or must drive their own personal vehicles.

Should a holiday fall on one of the scheduled Thursdays, the presentation will be cancelled for that date.

## III. RESPONSIBILITIES

Human Resources shall be responsible for conducting and coordinating orientation training.

Department Personnel/Benefits Representatives shall be responsible for scheduling eligible employees in advance for orientation presentations.

Appointing Authorities (or designees) shall be responsible for making time available to those employees in their departments who are required to attend the orientations. Employees shall be allowed travel time, if necessary.