



CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL

POLICY TITLE	Employee Orientation
INITIAL EFFECTIVE DATE	October 26, 2015
LAST REVISION DATE	Replaces <i>Section 7.1, 7.2 and 7.3</i> of the Personnel, Administration and Financial Policies and Procedures Manual approved on February 24, 2014.
POLICY NUMBER	3.05

OBJECTIVE The City of Watauga has a long-standing policy of orienting new employees to the culture of the City in order to facilitate organizational learning and employee productivity in a minimum period of time. The responsibility for the initial orientation process is shared among the employee’s supervisor, the new employee, and the Human Resources department. The purpose of this policy is to outline the steps taken by the City to acquaint a new employee to their new position.

SCOPE This policy applies to all regular full-time, regular part-time, temporary, and seasonal employees of the City of Watauga.

POLICY

Each new employee will be notified by Human Resources of the date, time, and location of the new hire orientation meeting. Orientations may be conducted individually or in group settings. Employees will be expected to attend orientation and complete all required documents.

Each employee will receive and complete the following documents or forms:

1. I-9 Form and instructions. Employees should bring to orientation documents supporting their eligibility to work in the United States.
2. Personnel, Administration and Financial Policies and Procedures Manual and Safety Manual acknowledgement receipt.
3. Retirement enrollment form.
4. Federal and state tax withholding forms.
5. Emergency contact information form.
6. Benefit plan enrollment forms, if applicable.
7. Signed copy of the City’s confidentiality policy.
8. Job Description.
9. Direct Deposit form.
10. Public Access Option form.

Additional forms, as needed, will also be completed.

Employees are expected to familiarize themselves with the Personnel, Administration and Financial Policies and Procedures Manual and any amendments.

During orientation, topics such as work location, hours, leave, conduct, pay, benefits, and policy will be covered. Supervisors will provide employees with information on job duties, apparel/uniforms, reporting absences, performance, training, etc. New employees will be introduced to other members of the department and to outside members, as suggested by requirements of the position.

In addition to the new hire orientation meeting, new employees will also attend a half day orientation training offered by Human Resources within the first 90 day of employment.

Employees who are promoted or transferred to new positions will complete a modified orientation process.

Time spent completing new hire paperwork and in orientation is considered paid time.