

13.0 - ORIENTATION

13.1 - Working for the City - The Human Resources Director may prepare and present general orientation programs concerning City employment.

13.2 - Orientation of New Employees - All new employees shall attend orientation on the first day of employment. New employees will be provided with useful information about the City's mission, vision and values and will receive the necessary tools to follow their respective responsibilities and methods of competence.

13.2.1 - New employees will be oriented with respect to benefits, safety, worker's compensation, performance review, customer relations and rules and regulations.

13.2.2 - A copy of the Personnel Rules and Regulations will be distributed to new employees during orientation. It will be the employee's responsibility to read and abide by the Personnel Rules and Regulations and to keep abreast of any changes posted on-line.

13.2.3 - New employees will sign a new-hire information checklist as indication of all material presented by the Human Resources Department. This checklist will be placed in the employee's personnel file.

13.3 - Working for the Department - Each Department Head will provide orientation for new employees with specific information related to the department, policies, objectives, departmental rules and job responsibilities.