

SECTION 5 EMPLOYEE RELATIONS

SECTION 5.1 ORIENTATION

It is the policy of Jefferson County to orient all new employees to their role and responsibilities with the County. This orientation shall enhance their opportunities to be successful and productive employees while working for the County.

The purpose of this policy is to outline responsibilities and provide consistent guidelines and information to all departments regarding the orientation process.

A. Procedures/Rules

1. The Human Resources and Insurance & Risk Management Departments will conduct the processing in and general orientation for all new employees.
2. Each supervisor is responsible for conducting and completing the work-site orientation with the new employee.
3. The new employee worksite orientation checklist should be completed and returned by the supervisor to the Human Resources Department. This checklist will be placed in the employee's personnel file.

B. Orientation Process

The orientation process is a two-phase process involving the departmental supervisor and the Human Resources & Insurance & Risk Management Departments. The first phase consists of relaying general information to the new employee and is conducted by the Human Resources and Insurance & Risk Management Departments.

The second phase should be conducted at the supervisory level within each department and is commonly referred to as the work site orientation.

1. Phase One: The Centralized Orientation Process

- a. The centralized orientation program provided by the Human Resources and Insurance & Risk Management Staffs shall include an overview of Jefferson County's policies, procedures and benefits.
- b. It is the responsibility of the Insurance & Risk Management Department to ensure that each new employee receives a benefit package on or near his/her date of hire.

2. Phase Two: Work Site Orientation

- a. The supervisor should conduct an initial orientation with the new employee within two weeks of the employee being hired. The orientation should cover the following areas:
 - Working hours, lunch and breaks;
 - Rate of pay, pay periods and time sheets/cards (if applicable);
 - Safety;
 - Job description review;
 - Attendance, performance expectations, work flow process for department;
 - Department policies and procedures;
 - Orientation to work area and facilities;
 - Performance appraisal process (if applicable);
 - Overtime/compensatory time, paid holidays;
 - Grievance procedure;
 - Worker's compensation;
 - Definition of employment status;
 - Any other applicable policies, procedures, department rules etc.
- b. The supervisor should complete the orientation checklist (Attachment A) and return the completed form to Human Resources.
- c. All new employees should receive training on the policies and procedures appropriate to their area(s) of responsibility.