

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		7-125
SECTION:	Employment	Employee Orientation Policy
INITIAL ISSUE DATE:	May 23, 1995	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 1 of 2	

PURPOSE

In order for new employees to better understand how Shasta County government functions, each new employee will be required to attend a County-wide orientation session. The purpose of the orientation is to inform employees about the mission, structure, history, and culture of the organization. The session will formally welcome each employee and give them an overview of the basic rules and procedures that govern their employment. To assist them in their new job, each employee will be provided with an employee handbook and encouraged to ask any questions. Such an orientation will give employees an appreciation of the County's contribution to the community and the critical programs that are vital to the health, safety, and well-being of the citizens of the community.

POLICY/PROCEDURE

All newly hired, full-time, permanent part-time, and long-term extra help employees shall attend the County-wide orientation program within 30 working days from the day they commence working for the County. Under extenuating circumstances, a department head may request that a new employee be scheduled beyond 30 days; however, appointments must be scheduled as soon as practicable, but not later than six months after hire.

The orientation session will be presented by Personnel staff who may be accompanied by a member of the Board of Supervisors, the County Executive Officer (CEO) the Director of Support Services, and/or other designated staff. The agenda for the program includes:

1. Distribution of Employee Handbook
2. Introduction and Overview of Session (County Administrative Office/Department of Support Services)
3. Welcome (County Administrative Office /Member of the Board of Supervisors)
4. History of County/County Government
5. Structure of County Government
6. County Policies and Procedures
7. Customer Service Philosophy
8. Questions and Answers
9. Critique

Personnel will update the agenda and program from time to time, as needed.

COUNTY OF SHASTA		Number
ADMINISTRATIVE MANUAL		7-125
SECTION:	Employment	Employee Orientation Policy
INITIAL ISSUE DATE:	May 23, 1995	
LATEST REVISION DATE:	July 13, 2012	
PAGE NO:	Page 2 of 2	

RESPONSIBLE DEPARTMENTS

Board of Supervisors
County Administrative Office
Department of Support Services

REFERENCES

Administrative Update--07/13/2012
BOS Policy Resolution No. 2008-02--3/4/08 (Renumbered to 7-125 from 8-125; amended)
BOS Policy Resolution No. 2001-10--8/14/01 (Amended)
BOS Policy Resolution No. 98-6--12/29/98 (Amended)
BOS Policy Resolution No. 95-6--5/23/95