COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL

NEW EMPLOYEE ORIENTATION

POLICY NO.: 2.1

EFFECTIVE: 11/1/96
REVISED:

OVERVIEW: This policy demonstrates the County's commitment to providing an informative and meaningful introduction into the County service to all newly hired employees.

SCOPE: This policy applies to all newly hired regular full, part time, and temporary employees.

PROVISIONS:

A. Responsibility for Providing Orientation:

Within the first month of employment, all newly hired employees will attend an orientation training program conducted by the Assistant County Administrator's office. In addition, Department Directors or Constitutional Officers may hold an additional orientation program specific to the Department.

B. General County Employment Information:

The Orientation session will provide information on personnel policies, work requirements, and benefits. Information will be presented orally and supplemented with written materials as appropriate. A checklist identifying all of the targeted orientation topics will be signed by the newly hired employee and the personnel officer/supervisor as the items are discussed.

Regular, full time employees will be given enrollment forms relating to certain mandatory and elective benefit programs. Along with information about the benefit programs, employees will be given a deadline for submitting the completed benefits enrollment forms.

C. Position Specific Information:

Each department will be responsible for providing adequate on-the-job training to each employee which will cover the employee's position responsibilities, working conditions, safety requirements, and other areas.

D. Documentation:

After receiving orientation, each employee will sign a form indicating he/she has received and understood the information provided. This form will be maintained in the employee's personnel file.