

A. Statement of Purpose

The purpose of this policy is to ensure that new employees receive Orientation training so they have the information and/or skills necessary to begin their employment.

B. Orientation

1. A new employee must attend Orientation training that is coordinated and scheduled by the Human Resource Department.
2. Supervisors are to ensure that new employees attend orientation within the first 60 days of their hire date.
3. Orientation training includes core training that is required of all City employees. The subject content includes:
 - a) Introduction to City Government
 - b) Benefits Overview
 - c) EEO/Staffing
 - d) Compensation
 - e) Performance Expectations
 - f) Progress Reviews
 - g) Public Information
 - h) Risk Management
 - i) Safety and Workers' Compensation
 - j) Employee Health Services
 - k) Overview of Customer Service
 - l) Key Policies and Guidelines
 - 1) Code of Ethics
 - 2) Audit Policy For The Investigation Of Dishonest Or Fraudulent Activities
 - 3) Harassment Free Environment

- 4) Holidays
- 5) Vacations
- 6) Sick Leave
- 7) Leave for Jury Duty
- 8) Personal Leave
- 9) School Conference
- 10) Media Guidelines
- 11) Alcohol and Controlled Substance Abuse

C. Administrative Policy Manual

1. New employees sign an acknowledgement form indicating they have been informed that an electronic version of the administrative policy manual is available on-line and a hard copy is available in each City department.
2. Employees are encouraged to ask their supervisor or Human Resources staff to explain any portions of the administrative policy manual they do not understand.

D. New Employee Job Orientation Guide

1. Supervisors, or their designee, are required to complete the New Employee Job Orientation Guide, for each new employee, within the employee's first 30 days of employment.
2. The supervisor is responsible for ensuring that the employee can demonstrate mastery of knowledge and/or skill for each item listed on the Job Orientation Guide.
3. Supervisors are responsible, upon completion of the New Employee Job Orientation Guide, for keeping a copy in their departmental employee file, and sending the original to Human Resources to be kept in the employee's personnel file.

CITY OF WACO

NEW EMPLOYEE ORIENTATION TRAINING
Policies and Procedures

TRN-1

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Revised 04/25/05



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April 25, 2005