

**BEFORE THE BOARD OF SUPERVISORS OF THE
COUNTY OF AMADOR, STATE OF CALIFORNIA**

IN THE MATTER OF:

RESOLUTION REGARDING)
NEW EMPLOYEE ORIENTATION)
POLICY NUMBER 2-510)

RESOLUTION NO. 14-086

BE IT RESOLVED that this resolution is being adopted to reflect the following changes to the New Employee Orientation Policy Number 2-510:

- Changing the time frame for completing the New Employee Orientation from 90 days to 30 days
- Changing Administrative Director to representative of Human Resources
- Changing the length of time it takes to complete New Employee Orientation from four (4) hours to one (1) hour
- Minor language changes

The foregoing resolution was duly passed and adopted by the Board of Supervisors of the County of Amador at a regular meeting thereof, held on the 12th day of August, 2014, by the following vote:

AYES: Theodore F. Novelli, Brian Oneto, John Plasse, and Richard M. Forster

NOES: None

ABSENT: Louis D. Boitano



Theodore F. Novelli, Chairman

ATTEST:

JENNIFER BURNS, Clerk of the
Board of Supervisors, Amador County,
California



Deputy

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PURPOSE

Amador County believes that a smooth and thorough orientation of employees results in a positive integration into the County’s operations, and will lead to a more productive and satisfying employment relationship. For this reason, new employees are to be scheduled for a thorough orientation within thirty (30) days after their start date. They will receive information about the County’s policies, procedures, and employment benefits. Employees may also be required to complete appropriate documentation, if necessary.

SCOPE

This policy is applicable to Service Employees International Union (SEIU) Local 1021, Management employees, Mid-Management employees, and Confidential employees.

POLICY

1. New employees are to be scheduled for a thorough orientation within thirty (30) days after their start date.
2. New employees will receive information about policies, procedures, employee bargaining agreements, locations of County facilities, worker’s compensation, safety issues, employment benefits, and other information that is vital to their employment with Amador County.

PROCEDURES

1. The representative from Human Resources will schedule a new employee for orientation within thirty (30) days after the employees first day of employment. The employee, and the employee’s Department Head and/or supervisor, will be informed of this date. The orientation will take approximately one (1) hour and the employee will be in regular paid status during this period of time.
2. The representative from Human Resources will facilitate the new employee orientation. New employees will receive information about policies, procedures, employee bargaining agreements, locations of County facilities, worker’s compensation, safety issues, employment benefits, and other information that is vital to their employment with Amador County.

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3. In order to provide employees of Amador County a workplace free from sexual harassment, each new employee will be assigned sexual harassment awareness/prevention training by the Risk Manager. The training will be geared to raise awareness that the County is committed to the maintenance and promotion of the policy of nondiscrimination and harassment free workplace.
4. Many of the topics covered in the new employee orientation will be documented and the employee will be required to sign, including a complete list of topics covered titled New Employee Document List. All documents that are signed will be maintained in the employee's personnel, medical, and/or benefit file.
5. In accordance to the provisions of the current SEIU Memorandum of Understanding, a representative from SEIU Local 1021 shall have unpaid time contiguous with the employee orientation to present the Memorandum of Understanding and other issues of interest to the Union and the membership.

RESPONSIBLE DEPARTMENTS

Human Resources

REFERENCES

BOS Policy Resolution No. 97-120

BOS Revised Policy Resolution No. 14-086