

<b>CHAPTER:</b>	<b>2 - RECRUITMENT AND PLACEMENT</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>7 - ORIENTATON</b>	<b>REVISED: 12/15/10</b>

The County recognizes the importance of fostering a positive attitude in new employees which will enhance their work performance and ease their transition into the workforce. To accomplish this goal, orientation to matters of interest and procedures will be provided to new employees.

**Human Resources Designee:**

Reviews health, leave, obligatory and optional benefits as well as other topics of relevance and interest with new employees as identified in HR 2.7 Exhibit C “Orientation Checklist.”

*HR 2.7 Exhibit C further refers to:*

- *HR 2.7 Exhibit D “Statement of Confidentiality & Nondisclosure of Information”*
- *HR 2.7 Exhibit E “General Notice of COBRA Continuation of Group Health for Employees and Dependents”*
- *HR 2.7 Exhibit G “Recognition of Unions”*

**Department Head/Designee:**

Welcomes new employees, introduces them to their fellow employees, and familiarizes them with their workplace and department procedures as identified in HR 2.7 Exhibit C “Orientation Checklist” which includes providing the new employee with, and going over such matters as the HR Manual and forms, work hours, signing-in, calling-in, and appearance among other important topics.