

SUBJECT: EMPLOYEE IN-PROCESSING/ORIENTATION

PURPOSE: To establish a policy and procedure for processing new Town employees.

STATEMENT OF POLICY: It is Town policy that all new regular full-time and regular part-time employees of the Town will be scheduled to meet with the Finance Officer on or before their first day of work for general orientation and processing.

The Administration Office will distribute and explain the various enrollments forms, etc. that must be filled out.

Each new employee will be provided with information on employee benefits, Town policies and operations.

The hiring department provides additional information to the new employee, including but not restricted to:

1. Work standards and regulations
2. Hours of work, time cards or reports, leave requests
3. Duties of the position
4. Safety rules and procedures, location of safety or protective equipment
5. Tour of the work area, including location of equipment, supplies, etc.
6. Introduction to co-workers
7. Schedule for lunch and breaks
8. When and whom to report absence from work
9. Who is responsible for performance planning and review
10. Probationary Periods
11. Evaluations
12. Pay periods and pay day
13. Grievance procedures
14. Chain of command
15. Uniform policy
16. Drug test
17. Telephone usage

EFFECTIVE: 04/01/98

LAST REVISED: 09/12/19

APPROVAL: _____
MAYOR

TOWN MANAGER