
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 309
EFFECTIVE DATE: 09/16/08
REVISED: 01/20/09
08/03/10
10/17/17
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: NEW EMPLOYEE ORIENTATION

I. Policy:

Orientation

Storey County recognizes that an appropriate and timely orientation program can aid the assimilation of new staff members. The Human Resources office will conduct the new hire orientation. Orientation may include, but is not limited to, a review of the organization and services of the employer, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, prohibited conduct/behavior, workplace violence, and alcohol and drug abuse, workplace safety, compensation and benefits, collective bargaining agreements, and other useful information. Additionally, the Human Resources office will ensure that the new employee:

1. Has completed all new hire paperwork on the date of hire;
2. Receives a conditional offer of employment letter;
3. Completes a criminal background investigation, and for safety-sensitive positions conducts pre-employment screening in accordance with DOT standards;
4. Completes all Benefit forms within 60 days of hire date;
5. Has a full job description and/or job classification description;
6. Will be provided access to the employer's personnel policies;
7. Has been introduced to other employees within the subject department; and
8. Has had the opportunity to have questions addressed.

The hiring Elected Official, Department Head, or Supervisor has the responsibility to orientate the new employee to the policies, procedures, requirements, facilities, equipment, resources, and personnel of the subject department/office.

II. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.