

POLICIES AND PROCEDURES MANUAL: PERSONNEL
Subject: PERSONNEL ORIENTATION GUIDE



Employee Name _____

Employee Date _____

1. _____ Review history and objectives of the City of Taft.
2. _____ Present each employee an opportunity to enroll in health, life, long-term disability and dental insurance programs; employee credit union, deferred compensation program; employees' Coffee Fund, if applicable, and review the benefits and costs of each program.
3. _____ Review City attendance, sick leave, vacation and leave of absence policies.
4. _____ Review City payroll, differential and overtime policies.
5. _____ Secure Pre-Employment Health Report and Employee Medical History and schedule employee physical examination.
6. _____ Provide one copy of the City of Taft Employee Handbook.
7. _____ Provide one copy of the City of Taft Accident Prevention Handbook.
8. _____ Provide one copy of the formal Position Description.
9. _____ Provide one sample copy of the City of Taft Performance Evaluation form with printed instructions.
10. _____ Escort employee to assigned department.

Personnel Representative _____

Date of Orientation _____

Effective Date 10/18/1994
Resolution No. 2227-94