

INTRODUCTION

As a responsible employer, the City of Taft seeks to insure that newly employed individuals are properly oriented to the City itself and to requirements of the position for which the employee was hired.

To achieve this objective, the City has established a formal orientation program for presentation to new employees.

ORIENTATION PROGRAM

1. On the first day of active employment, new employees shall report to the Personnel Department for orientation.
2. The Personnel Department shall review the objective of the City of Taft for each newly hired employee.
3. The Personnel Department shall give each new employee an opportunity to enroll in health, life, long-term disability, and dental insurance programs; employee credit union; deferred compensation program; and participate in the Employees' Coffee Fund, if applicable.
4. The Personnel Department shall review the City's attendance, sick leave, vacation and leave of absence policies with each new employee.
5. The Personnel Department shall review the City's payroll, differential and overtime policies with each new employee.
6. The Personnel Department shall secure a Pre-Employment Health Report and a Medical History from each new employee and shall schedule an employee physical examination.
7. The Personnel Department shall provide each new employee with one copy of the City of Taft's Employee Handbook and Accident Prevention Handbook, a Position Description and a sample Performance Evaluation form.
8. The Personnel Department shall escort each new employee to his assigned department following orientation.
9. The employee's immediate supervisor shall review current and long range departmental objectives and the manner in which they relate to City objectives with each new employee.

10. The employee's immediate supervisor shall review departmental organization and the names of Key City and departmental personnel with each new employee.
11. The immediate supervisor shall review the organization of related departments and the names of key departmental personnel, if appropriate.
12. The immediate supervisor shall review a formal position description with each new employee, defining work assignments, objectives and responsibilities as well as performance standards.
13. The immediate supervisor shall review departmental procedures with each new employee, defining work assignments, objectives and responsibilities.
14. The immediate supervisor shall introduce each new employee to departmental personnel and shall explain hours of work, time reporting, lunch and break periods, absence reporting and related City policy.
15. The immediate supervisor shall conduct or arrange a tour of City facilities including rest rooms and parking facilities.
16. The immediate supervisor shall review City promotional and salary review policies with each new employee and shall explain City procedural and administrative manuals if appropriate.