

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES MANUAL**

Policy Number: 1.3

Subject: Employee Orientation

Effective Date: July 13, 2007  
Revised: 08-01-09

Approved by: Kyle Hayes | 05/01/2021  
City Manager | Date

Chris Catalina | 05/01/2021  
Personnel Director | Date

I. PURPOSE

The purpose of this policy is to outline responsibilities and provide consistent guidelines and information to all departments and employees regarding the orientation process.

II. RULES/PROCEDURES

- A. The Personnel Department will conduct the processing of all new employees.
- B. Each supervisor is responsible for conducting and completing the Work-Site Orientation Checklist (Attachment A) with each new full-time and auxiliary employee.
- C. The new employee Orientation Checklist (Attachment A) shall be completed and returned by the supervisor to the Human Resources Department.

III. ORIENTATION PROCESS

- A. The orientation process is a two-phase process involving the departmental supervisor and the Personnel Department.
  - 1. The first phase is centralized and is provided by the Personnel Department.
  - 2. The second phase is at the supervisory level within each department, commonly referred to as the work site orientation.
- B. An orientation overview is generally conducted as scheduled by the Personnel Department staff.
- C. Phase One: The Centralized Orientation Program.
  - 1. City Manager's Organizational Overview
    - a. Organization's mission and guiding principles
    - b. Department/division mission and goals
    - c. Employee's roles in accomplishing the City, department, and division

- d. mission/goals
  - d. Ethics guidelines
2. The centralized orientation program conducted by the Human Resources staff shall include an overview of the following:
    - a. Medical/dental insurance, supplemental life and deferred compensation
    - b. TMRS and ICMA
    - c. Worker's Compensation
    - d. Paid holidays, personal, vacation, short term disability, compensatory time, or leave without pay (employee leaves)
    - e. Standards of Conduct, Code of Ethics, Harassment, FMLA, Grievance and Appeal of Termination
    - f. Introductory/training period
    - g. Changes in name or address
    - h. Payroll related information - paydays, W-4s, time sheets, overtime
  2. It is the responsibility of the Personnel Department to ensure that each new employee receives a benefits package for review prior to his/her orientation date.

D. Phase Two: Work Site Orientation

1. The supervisor shall conduct a work site orientation with the new employee during his/her first two weeks of employment.
2. The orientation should cover the following areas:
  - a. Working hours
  - b. Rate of pay, pay periods
  - c. Time sheets/cards (if applicable)
  - d. Safety/Workers' Compensation
  - e. Job description review
  - f. Attendance, performance expectation, work flow process
  - g. Lunch and breaks
  - h. Departmental policies and procedures
  - i. Introduction to co-workers
  - j. Orientation to work area and facilities
  - k. Overtime, paid holidays
  - l. Grievance procedure
  - m. Standards of Conduct, Code of Ethics
  - n. Harassment (sexual, hostile work environment, etc.)
  - o. ID Badge
3. The supervisor shall cover items on the Work Site Orientation Checklist (Attachment A) pertinent to auxiliary employees.

## WORK SITE ORIENTATION CHECKLIST

<b>Employee:</b>	<b>Position:</b>	<b>Hire Date:</b>
<b>Department/Division:</b>	<b>Supervisor:</b>	

**Supervisor must review and complete this form within the employee's first two weeks of employment.**  
*(Note Date Completed After Each Item) Return to Human Resources for employee's personnel file.*

- A. Job Description \_\_\_\_\_
- Review/discuss the job description
  - Review/discuss job performance requirements, i.e. quality, quantity and timeliness of work
  - Relationship of work to other sections, divisions, departments or City
2. Work Procedure \_\_\_\_\_
- Who delegates or gives instruction
  - What to do when leaving for lunch/break
  - Instructions from co-workers
  - Importance of asking questions when instructions are not clear
  - Use of City equipment/facility
3. Conditions of Work \_\_\_\_\_
- Attendance
    - Absence reporting - to whom, when and how
    - Tardiness policy
    - Explain effects of poor attendance and tardiness on performance
    - Unacceptable behavior
      - Work Uniform
      - Safety
        - Expectations and rules to follow
        - What to do when an accident occurs
  - Medical facilities and locations
  - Drug/Alcohol Screening/Testing
    - Discuss policy in general
    - Any drug/alcohol conviction must be reported within 5 working days of the conviction (probation and deferred adjudication included)
    - Failure to report may result in termination
      - CDL Drivers
      - Safety Sensitive  Yes  No
5. Compensation/Work Day/Work Week \_\_\_\_\_
- Starting/quitting time
  - Break/lunch period
  - Salary per hour/month
  - Pay periods/pay days
  - Overtime/Comp time
6. General Information \_\_\_\_\_
- Probationary Review, 6 months
  - Grievance procedure
  - Workers' Compensation
  - Standards of Conduct, Code of Ethics
  - Failure to comply with the City's rules and regulations may result in suspension or termination Harassment (sexual, hostile work environment, etc.)
7. Mail Service/Telephone Calls/PCs \_\_\_\_\_
- Policy on personal mail and personal telephone/cell phone calls
  - Department pick up and delivery locations
  - Internet usage/email
8. Evacuation Policy/Procedure \_\_\_\_\_  
 Essential Personnel  Yes  No
9. Departmental Policies and Procedures \_\_\_\_\_
- Explain procedures that are unique to division/department operations
10. Discuss any policies not outlined above or scheduled for the next orientation phase \_\_\_\_\_
- Other policies discussed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
11. ID Badge Issued \_\_\_\_\_
12. Immunization/Vaccination (EMS Only) \_\_\_\_\_

\_\_\_\_\_  
 Employee's Signature/Date

\_\_\_\_\_  
 Supervisor's Signature/Date

\_\_\_\_\_  
 Department Director's Signature/Date