



<b>Policy 3.2</b>	<b>New Employee Orientation</b>		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12			

## **NEW EMPLOYEE ORIENTATION**

**3.2**

### **POLICY**

It is the policy of DuPage County to provide Orientation Programs to all new employees. This will ensure that newly hired employees are acquainted with the expectations of employment and receive consistent and appropriate information with regard to employee benefits and County policies and procedures.

### **ELIGIBILITY**

- All employees under County Board Jurisdiction regardless of employment status.

### **GUIDELINES**

A. Orientation allows for the:

1. Collection and completion of required forms.
2. Employee to acquire materials on DuPage County services and benefits.
3. Employee to obtain information and training on County policies and operations.

B. The Department Head or Supervisor is responsible for any further departmental orientation and training of the new employee.

### **PROCEDURES**

1. All new employees are required to attend an Orientation Program, unless the employee has been rehired within thirty (30) days of separation and approved by the Department Head or Chief Human Resources Officer, or designee.
2. The Human Resources Representative will schedule a time for the new employee to attend the orientation program; written notice of their designated Orientation time will be included in their New Hire letter.
3. The Department Head or supervisor is responsible for allowing the employee time away from regularly scheduled work to attend the orientation program.