

City of Red Bluff
Administrative Policies & Procedures – Personnel Manual

Subject: Orientation	Number: 22-17
	Effective Date: 10/17/2023
Departments Affected: All	Supersedes (Number/Date):
Authority: Section 2.82-A. Red Bluff City Code	File References: Approved: Approved by City Council on: 10/17/2023

Overview: Employee orientation covers important information for employees stepping into new roles. A successful orientation program accelerates engagement while increasing employee satisfaction and performance.

Applicable to: All full-time and part-time employees, including elected officials.

Guidelines: All orientations are to include a review of vital policies/rules, procedures, benefits, City information, compensation, leaves/time off, resources, employee standards, and workplace safety as listed in this Personnel Rule. In addition to items listed, the department may develop an orientation list specific to their department.

Employees shall be released from duty with pay to attend orientations.

To be most effective, an employee should attend orientations within the time frames listed below. In cases when an employee does not attend within the required time frames, the employee is still required to attend.

City New Hire Orientation

On the first day of employment, all new hires are required to attend a new hire orientation as facilitated by the Human Resources Department.

Employees returning to City employment after a break of one year or more must attend the new hire orientation as a refresher.

An Orientation Checklist with a list of items covered in the orientation will be placed in the employee’s personnel file.

Supervisory or Management Orientation

Within the first 10 days of an appointment or promotion into a management or supervisory position, employees are required to attend an orientation outlining their additional duties as a supervisor/manager as facilitated by Human Resources and the Department Head or their designee.

Department Head Orientation

Within the first 10 days of an appointment to Department Head, employees are required to attend an orientation outlining their duties as a Department Head as facilitated by the City Manager (or their designee) and the Human Resources

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Department. This training includes items listed under Supervisorial and Management if the new Department Head has not already completed this training.

City Council Members Orientation

Within the first 30 days of an appointment to the City Council, Council Members are required to attend an orientation outlining their duties as a City Council Member as facilitated by the City Manager (or their designee) and the Human Resources Department.

Orientation Topics

All orientations are to include a review of vital policies/rules, procedures, benefits, City information, compensation, leaves/time off, resources, employee standards, and workplace safety as listed below. In addition to these items, the department may develop an orientation list specific to their department.

City of Red Bluff New Hire Orientation presented by Human Resources

All new hires or newly appointed elected officials

City Governance

City Council
Chain of command
City Administration
City Departments
Mission Statement/Strategic Initiatives

Benefits

CalPERS Pension Plan
Health Insurance
Dental Insurance
Vision Insurance
Life Insurance
Aflac
Deferred Compensation
Employee Assistance Program
State Disability Insurance
Social Security/Medicare
Unemployment Compensation

Compensation

Direct Deposit
Paydays

Labor

Memorandum of Understanding
Resolutions

Procedures

Forms
Travel/Vehicle Use

Leaves

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Bereavement Leave
Call-in procedures
FMLA/CFRA
Military Leave
Paid Family Leave
Pregnancy Disability Leave
Requesting time off
Sick Leave
Vacation
Holidays

Rules/Policies

Drug & Alcohol Abuse and Drug Testing Policy
Drug Free Workplace Policy
Harassment Policy
Use of Technology Policy
Personnel Rules

Workplace Safety

Disaster Service Worker Oath
IIPP
Injury reports/Workers Comp
Safety orientation
Workers Compensation/Workplace Injuries

Standards

Dress code
Equal Employment Opportunity
Management expectations for performance
Respectful Workplace
Code of Conduct

Department Orientation

All new employees or those transferring to a new department within the City
Introduction/Tour
Contact information
Structure and workflow of the department
Work hours/lunch period
Management expectations
Performance Evaluations
Workspace
Growth opportunities/training
Chain of command
Summary of programs
Workplace Safety/Injuries

Supervisory or Management Orientation

As applicable to the position, all employees appointed or promoted to a supervisory or management position
Budget - specific to the program or Department
Budget timeline
Funding sources/uses
Position Allocation List

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Purchasing/Submitting claims
Personnel Rules (Resource)
Performance Evaluations
Supervisor Training Plan
Employee representation groups

Department Head Orientation

All employees appointed or promoted to a Department Head position

The employee should complete the items listed under “Supervisory or Management Orientation”, and the following:

Confidential directory
Grant Proposal Process
Growth Opportunities/Trainings
Negotiations status
Labor relations
Department Head meetings
Risk Management
Introduction meetings arranged with City Council, Department Heads, and management staff.

City Council Orientation

All Council Members appointed or elected to the Red Bluff City Council

Growth Opportunities/Trainings
Ad Hoc Committees
City Council Policies & Procedures
Employee Employer Relations
Negotiations status
City Budget
Budget timeline
Forms
Funding sources/uses
Position Allocation List
Purchasing/Submitting claims
Risk Management
Travel/Vehicle Use
Personnel Rules (Resource)
Injury reports/Workers Comp
Contact information
Workspace
Meeting with Department Heads