

**CITY OF COMMERCE  
ADMINISTRATIVE POLICIES**

**EMPLOYEE IN-PROCESSING/ORIENTATION**

**1.0 PURPOSE**

To establish a policy and procedure for processing new City employees.

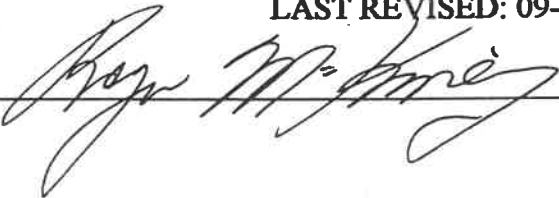
**2.0 POLICY**

- 2.1 All new employees of the City will be scheduled to meet with the Accounting Supervisor on their first day of work for general orientation.
- 2.2 The Accounting Supervisor will distribute and explain the various enrollment forms, etc. that must be filled out.
- 2.3 Each new employee will be provided with information on employee benefits, a new employee folder with additional information, and a copy of the City Administrative Policies.
- 2.4 The hiring department provides additional information to the new employee, including:
  - A. Work standards and regulations
  - B. Hours of work, time cards or reports, leave requests
  - C. Duties of the position
  - D. Safety rules and procedures, location of safety or protective equipment
  - E. Tour of the work area, including location of equipment, supplies, etc.
  - F. Introduction to co-workers
  - G. Schedule for lunch and breaks
  - H. When and whom to report absence from work
  - I. Who is responsible for performance planning and review

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



A handwritten signature in black ink, appearing to read 'Ray M. King', is written over a horizontal line.

emplorin.adp