



City of Albany
 Human Resources Policy
 Policy #: HR-RS-01-002
 Title: New Hire Orientation

**Recruitment &
 Selection**

Purpose Upon hire with the City, new employees attend a New Hire Orientation to assist new hires in understanding the City’s mission, vision, and goals; employee benefits; City policies and procedures; and overall job expectations. For new employees, a comprehensive orientation enables them to be better integrated into the City's work force and ultimately provide better service to the public.

Policy As an ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual’s employment. All newly hired employees and interns shall attend a pre-scheduled new hire orientation session that occurs on or immediately following their first day of employment. Any exceptions must be approved by the Human Resources Director. New hire orientations are scheduled every other month. Additional new hire orientation sessions may be scheduled at the discretion of the Human Resources Director. Volunteers attend an abridged new hire orientation, which is scheduled prior to the beginning of the assignment.

Before an employee starts work, each supervisor will provide for training in all department specific safety procedures. This shall include at a minimum, the location of first aid supplies, personal protective equipment, a review of hazard communication methods, evacuation and emergency response procedures.

Definitions New Hire = Regular and temporary status employees on City payroll
 Intern = City-paid or un-paid intern worker
 Volunteer = un-paid volunteer worker

References N/A

Review and Authorization

Supercedes: HR-RS-01-001 08/10/2004	Created/Amended by/date: SR; 09/01/2007	Effective Date: 09/01/2007
HR Director:		City Manager:

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes