



CHAPTER: Equal Employment Opportunity Policy

SUBJECT: New Employee Orientation

POLICY NUMBER: 4.304 **PAGES: 1**

RELATED POLICIES: **ENABLING RESOLUTION:** **REVISION DATE(S):**
267-2007 269-2007 183-2013 2/88 3/97 7/98 12/07 10/13
177-2014 209-2015 12/14 12/15 6/16

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

I. Purpose

The purpose of employee orientation is to acquaint all new employees with Sedgwick County Government's organizational history, philosophy, policies, procedures, rules and regulations, thereby providing useful and pertinent information regarding their employment.

II. Policy

All new benefited employees of Sedgwick County are required to attend an Employee Orientation session. Orientation will be conducted by the Division of Human Resources. Hiring authorities are responsible for new employees' attendance.

III. Procedures

- A. Employee Orientation will be administered by the Division of Human Resources.
- B. Training topics covered in new employee orientation include but are not limited to: Drug Free Workplace, Blood Borne Pathogens, Sexual Harassment Prevention and Hazard Communication.
- C. Employees will attend New Employee Orientation on their first day of employment. If an employee is unable to attend the scheduled Orientation session, the Hiring Authority will ensure that the employee is enrolled for an alternate date.
- D. All new employees will be issued a County ID badge with their picture, name and department listed. If an employee's badge is lost or stolen, a replacement badge must be purchased from Human Resources via payroll deduction at the rate of \$5.00 per badge. The replacement fee will not apply to new badges issued to reflect an employee name change, department change or for damaged cards.