

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-3

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C. D. [Signature]

County Administrator

SUBJECT: **NEW EMPLOYEE ORIENTATION (NEO)**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. **STATEMENT**

All employees newly appointed to permanent part-time or full-time status shall attend an orientation session conducted and/or coordinated by the Human Resources Department. These sessions provide essential information to new employees.

II. **PROCEDURE**

New Employee Orientation is scheduled approximately two times a month on Thursday mornings at 8:15 a.m. in the Human Resources training room in the Administration West Building, located at 150 W. Congress Street.

Department Personnel/Benefits Representatives must notify Human Resources in advance at 724-8464 or 4-8464 to register newly hired and/or newly eligible employees for attendance. Parking validation will be made available at the time of orientation for those employees who do not work downtown and/or must drive personal vehicles and park in either the El Presidio or Public Works parking garage. The ticket distributed upon entry must be presented for validation prior to orientation. For additional parking information, please go to <http://www.pima.gov/parking/>.

III. **RESPONSIBILITIES**

Human Resources shall be responsible for conducting and/or coordinating orientation sessions.

Department Personnel/Benefits Representatives shall be responsible for scheduling eligible employees in advance for orientation sessions and assuring their attendance before their benefits enrollment periods elapse (see Administrative Procedure 23-22).

Appointing Authorities (or designees) shall be responsible for making time available to those employees in their departments who are required to attend New Employee Orientation. Employees shall be allowed travel time, if necessary.