

ADMINISTRATIVE PROCEDURES



Procedure Number: 23-3
Effective Date: 04/18/1983
Revision Date: 04/02/2018

C. D. Dubbay
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 positions shall attend an orientation session coordinated by the Human Resources Department (HR). The purpose of these sessions is to provide relevant county-related information to new employees.

II. **PROCEDURE**

NEO is scheduled approximately every three weeks in the HR training room in the Administration West Building, located at 150 W. Congress Street, 4th floor. For a current NEO calendar and agenda, please go to the Human Resources internet webpage.

Department Personnel Representatives (DPRs) must notify HR in advance at 724-8464 to register newly eligible employees for attendance. Parking validation will be provided by HR reception for those employees who do not work downtown and/or must drive personal vehicles and park in the Public Service Center, El Presidio or Public Works parking garage. The ticket distributed upon entry must be presented for validation. For additional parking information, please contact the Parking Garage Services Section of Facilities Management.

III. **RESPONSIBILITIES**

HR shall be responsible for coordinating orientation sessions.

DPRs shall be responsible for scheduling eligible employees in advance for orientation sessions and ensuring 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 NEO. Employees shall be allowed travel time, if necessary.