

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO: 15
EFFECTIVE DATE: August 1, 2000
SUBJECT: Employee Orientation
AUTHORIZATION: 36:3541.

POLICY:

It is the policy of the Department of Natural Resources to provide orientation to all employees within the first year of their employment in the Department.

II PURPOSE:

The purpose of this policy is to assure that a process exists whereby all employees receive timely and accurate information regarding Civil Service Rules, the Department's policies and procedures and employee benefits.

III APPLICABILITY:

This policy applies to all classified and unclassified employees of the Department

IV. PROCEDURE:

All employees of the Department will participate in an employee orientation session within the first year of their employment. The orientation program will be coordinated by the Human Resources Division.

Orientation sessions will be held during the second week in the months of March, June, September and December. These sessions will provide employees with information about and an opportunity to discuss Civil Service Rules, the Department's Policies and Procedures and employee benefits.

Upon completion of their new hire package, employees will be given a notification of the time and location of the orientation session they are to attend. A copy of this notification also will be sent to the employee's supervisor.

In the event of an unresolvable work conflict, discussed by the employee and his supervisor, which would prevent an employee's attendance at a scheduled orientation session, the supervisor must notify the Human Resource Division of the employee's inability to attend the scheduled session. The Human Resource Division will notify the employee of the next scheduled orientation session to attend.

Orientation sessions will be conducted on a semi-annual basis for employees domiciled in the district offices. The Human Resource Division will coordinate the scheduling of these sessions with the District Managers to assure employee availability and attendance.

V. RESPONSIBILITY:

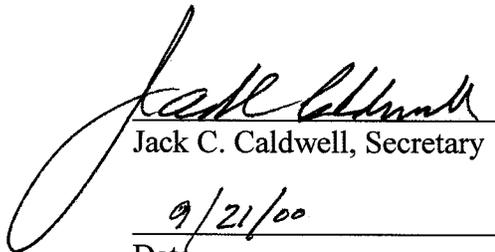
It is the responsibility of each supervisor to assure that all employees under his/her supervision receive orientation within a year of their hire date.

VI. EXCLUSIONS:

Students will be excluded from this policy.

VII. QUESTIONS:

Questions regarding this policy may be directed to the Human Resources Division.



Jack C. Caldwell, Secretary

9/21/00

Date