

EMPLOYEE ORIENTATION PROGRAM

1.0 Purpose:

- 1.1 To establish an orientation program designed to quickly familiarize new employees with the conditions of their employment with The City of Lake Forest, including the City's responsibilities as an employer and the employee's responsibilities to the City.

2.0 Scope:

- 2.1 First impressions are lasting impressions. This is especially true in the case of individuals who are starting on a new job or career. It is essential that a comprehensive, formal orientation program be maintained to ensure that each of our employees begins their municipal career with the proper information, attitude and outlook. Such a program will help to make better-informed and more productive employees and reduce employee turnover.

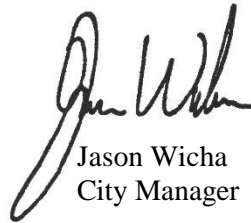
3.0 Action:

- 3.1 Each new employee should be greeted on the first day of work and shown to their work area. If at all possible, uniforms, name plates, business cards or another other personalized items should be provided at this time. If applicable, a computer password should also be provided and the Employee Technology Request form completed so the employee has immediate access to the programs they need. Employees should be made to feel that they are expected and welcomed, not like their arrival is an oversight and inconvenience.
- 3.2 It shall be the full responsibility of each department head, assisted by the Director of Human Resources, to ensure that each new employee is properly oriented. An Orientation Checklist, sample attached, has been prepared to assist department heads in orienting new employees. The Orientation Checklist shall be completed for each new employee. In the case of part-time and temporary employees, an abbreviated orientation shall be followed, omitting briefings on pensions, fringe benefits and other matters irrelevant to temporary employment. Each department is also encouraged to develop their own additional checklists to show safety and other orientation items specific to their area. It may be helpful to assign each new employee a work "buddy" to help them assimilate into the organization. Information on where to park and the location of coffee, bathrooms and lunch rooms is important to provide.
- 3.3 During the orientation, the new employee will receive an Employee Handbook that contains the official Personnel Policies and Practices and other employment information.
- 3.3 A new or reassigned employee's immediate supervisor should communicate the following safety aspects of the specific job prior to the employee starting work on the job:
 1. Reinforcement of no horseplay on the job.
 2. Use of personal protective equipment must be worn whenever the nature of the job indicates.
 3. Identification of access routes through the work site and emergency evacuation procedures.
 4. Housekeeping requirements.

5. Equipment/machinery maintenance.
6. Danger tag and lockout procedure.
7. Procedures for reporting unsafe practices and conditions.
8. Emergency procedures for giving the alarm within the worksite and reporting to an assembly area after evacuation.
9. The immediate reporting of and treatment of all occupational injuries (includes location of First-Aid treatment station).
10. Time and location of safety meetings.
11. Other items of safety importance that may relate to the particular assignment.

4.0 Distribution:

- 4.1 Employee Information website, www.citylf.org.



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City Manager