

THIRD DAY

Employee

I have gone through the orientation process with the Human Resources Director, the Department Head and my Supervisor. I understand my obligation to The City of Lake Forest and the full nature of employment conditions pertinent to my position.

Employee

Date

Department Head

I have thoroughly interviewed and counseled _____

Department Head

Name

Department

Position

Date Employed

ORIENTATION CHECKLIST

Instructions --

Lasting impressions and attitudes are formed by new employees during their first few days on the job, so it is important to make the new employee feel at home in his or her new job and surroundings. Making sure that each new employee is fully informed and understands ALL conditions affecting employment does this.

There are many details to be learned by each new employee. To ease any confusion and to ensure that the employee fully understands what he/she is told, the orientation is to be accomplished over a three-day period.

Each item is to be initialed after it has been thoroughly discussed. When the checklist is completed, return it to the Human Resources Office for filing in the employee's personnel file.

Human Resources --

- __1. Greet new employee and have the following completed:
 - A. Retirement or Pension Forms
 - B. Medical and Dental Insurance Forms
 - C. Life Insurance Form
 - D. Income Tax Withholding Forms (State and Federal)
 - E. Acknowledgment Forms
- __2. Give employee handbook and explain contents.
- __3. Explain City Government
 - A. Legal basis, City Council, City Manager
 - B. Function of operating departments.
 - C. His/her department, its role and employee's role in it
- __4. Discuss Personnel Policies and Practices
 - A. Meaning of Probationary Period
 - B. Meaning of benefits of "regular" employee status
 - C. City policy on promotion and advancement
- __5. Discuss the employee's salary and payroll period.
- __6. Explain "fringe" benefits
 - A. Retirement or Pension Fund
 - B. Vacation and holiday leave
 - C. Family leave
 - D. Emergency leave
 - E. Sick Leave and on-the-job injury leave
- __7. Introduce new employee to Supervisor.
- __8. Have picture taken for City ID card and City newsletter.
- __9. Certify employee has had appropriate medical/drug screenings.

Supervisor --

- __1. Show employee where to put personal affects.
- __2. Show employee where to park.

- __3. Explain departmental work hours; explain meaning and use of time card.
- __4. Explain the general responsibilities of department and the employee's role in accomplishing them.
- __5. Tell employee for whom he/she is working and from whom he/she will receive his orders.
- __6. Introduce employee to fellow employees and give instructions on what he/she is expected to do.
- __7. Introduce employee to Department Head.
- __8. Begin specialized training on equipment, etc.

SECOND DAY

- __1. Tour of City buildings including Library and Recreation Center.
- __2. Explain departmental operations and employee's role on departmental team.
- __3. Explain safety regulations and special work hazards.
- __4. Tell who to notify in case of accident or injury on the job.
- __5. Explain sick leave benefits, regulations; comment upon sick leave abuse.
- __6. Explain policy regarding lunch and break periods.
- __7. Discuss importance of positive public relations.
- __8. Discuss any special departmental rules.
- __9. Discuss payroll, pay day procedures and regular and over-time pay.
- __10. Does the employee have any questions about the work?