

POLICY

It is the policy of the District to provide employees with ongoing, consistent information regarding employee benefits, employee responsibilities, organizational philosophy, safety, and administrative and operational procedures or guidelines.

RESPONSIBILITY

The **Personnel Officer** is responsible for providing employees information on organizational philosophy, benefits, and broad District policies and practices.

The **Personnel Officer**, **District Manager**, and **Fire Chief** are responsible for providing employees with information on employee responsibilities, administrative and operational procedures or guidelines, safety, and other aspects of the work environment.

PRACTICES

1. Distribution of information for employees:
 - A. Onboarding packets shall be maintained by the Personnel Officer.
 - B. The Personnel Officer shall review onboarding information and distribute to new employees upon beginning employment and notify employees of benefit enrollment due dates, including completion of accident and disability beneficiary forms.
 - C. The Personnel Officer shall encourage employees periodically review existing policies and practices and are given the opportunity to ask questions about the policies and practices.
 - D. Employees shall periodically review existing policies and practices and if necessary, ask questions about the policies and practices.
 - E. The Personnel Officer shall ensure employees affirm in writing, using ***Employee Orientation Acknowledgement Form 212-1***, that they have read the policies and reporting practices, and that they agree to report internally if they are personally subjected to workplace wrongdoing.

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2. The District Manager, Fire Chief, and fire officers shall provide ongoing, consistent information to employees regarding administrative and operational procedures or guidelines, safety, and other aspects of the work environment.

RELATED POLICIES

General (Human Resources) Provisions 100
 Departmental Personnel Regulations 112
Employment Practices 200
 Employment 218
Employee Benefits 400
Employee Conduct 500
Employee Relations 600
Health and Safety 700
Administration Policies
 Security 854
 Information Security 858

STATUTORY REFERENCES

None currently

REVISION HISTORY

Revision Date	Author	Revision Details
May 13, 2021	Monte Olsen	Initial version