

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

POLICIES & PROCEDURES MANUAL

POLICY 31.030 - NEW EMPLOYEE ORIENTATION

Date: September 24, 2024
Revision No.: 5
Supersedes: July 2023
First Adopted: December 1993

POLICY:

The Water Department will provide all new employees with an orientation briefing on their first day of work.

PROCEDURE:

All new employees will report to the location designated in their formal offer letter on their first day of work for an orientation with the Human Resources Section of Administration.

The employee will be required to sign certain documents before leaving Human Resources to report for safety training. Upon completion of safety training and upon reporting to their work location, the Section Head or the employee's immediate Supervisor will provide a second orientation session.

Employees in a bargaining unit represented by a union will be required to attend an information session conducted by union representatives. These sessions are considered part of the orientation process and attendance is mandatory. Employees will be notified by Human Resources of the date, time, and location of the session they are to attend.

The employee's official personnel file will be maintained by Human Resources.

Policy Review

Established:	12/1993
Revised:	6/1998
Revised:	7/2006
Revision Board approved:	3/26/2019
No changes:	7/2020
No changes:	7/2021
No changes:	7/2022
Minor changes GM approved:	7/2023
Revision Board approved:	9/2/2024