

The Human Resources Department will be responsible for providing orientation to new employees in the areas of payroll and benefits, general policies of Cottonwood County, insurance, retirement programs and other topics of a general nature. It is the responsibility of Human Resources to contact new employees for orientation, which is typically held on the first day of employment. An orientation checklist will be completed, and all applicable forms discussed with the new employee. Human Resources will follow up to assure all necessary forms and acknowledgements are returned.

Individual departments are responsible for welcoming new employees, introducing co-workers, and giving information regarding the job and the rules of the particular department. Each department should explain working hours, who to call for emergencies or absences, probationary period, coffee breaks, lunch hours, equipment operation and utilization, telephone use, parking, smoking, etc.

The department orientation should include a discussion of job standards and job description. The new employee should be given a copy of the employee performance evaluation form and the job standards for their position so that the employee knows the criteria upon which his or her work will be judged. The new employee should also be shown where to find the Cottonwood County Employee Policy Handbook and should be encouraged to read the manual in its entirety.

It is the responsibility of each employee covered under a bargaining agreement and the exclusive representative to acquaint the employee with the terms of the specific agreement.