

Title: Orientation and Training
Policy Number: 108
Effective Date: July 1, 2009
Revision Date: July 17, 2012
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide orientation programs for new employees and to conduct or support training programs that it determines to be appropriate.

Comments:

- (1) The Human Resources Department in conjunction with the Auditor's Office/Payroll Division is responsible for implementing the portions of the orientation program that deal with Countywide policies and procedures, benefits, and new employee files and documentation.

Each Department Head and/or supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and relaying departmental policies. The Department Head is responsible for relaying information regarding the history and philosophy of the department and expectations of the employee.

The Risk Manager is responsible for implementing the portions of the orientation program that deal with Countywide safety procedures. The Risk Manager in conjunction with the Department Head and/or Supervisor is responsible for orientation and training as it applies to safety policies and procedures specific to the department and/or employee's job functions.

- (2) Department heads or supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, and for arranging outside trainers if appropriate. Training will normally be conducted during regular working hours.
- (3) Department Heads may approve employee participation in continuing education and training programs when that instruction is regarded as beneficial or considered necessary for satisfactory job performance. In some cases, employees may be required to enroll in and complete the programs satisfactorily. New employees required to successfully complete training and/or certification programs as a condition of employment shall be notified of this requirement during the hiring process.

- (4) The County will provide special training programs explaining its antidiscrimination and harassment policies and for safety and health matters, when considered necessary or as required by government regulation.
- (5) Employees may receive certificates of completion for successfully finishing County approved or required training and educational programs. Records of all training programs completed by each employee shall be filed in the employee's official personnel file located in the Auditor's office.