

**TOWN OF MIDDLETON
CODE D - PERSONNEL**

Subject: Hiring - Orientation of New Employees

Number: 2.5

Coverage: Staff & Council

Approved by: Council & CAO

Effective Date : February 4, 2002

Revision Date: October 2, 2006

Rationale

The following policy establishes an orientation program for new employees to assist the new staff member in becoming a productive, effective, efficient employee as quickly as possible and to encourage a high level of morale, team work, and motivation between new and existing staff members of the Town.

Policy Statement

- 1) All new employees shall participate in an orientation program that will familiarize in the employee with the general operation of the town including:
 - a) the regulations, policies and procedures of the Town,
 - b) the relevant physical aspects of the Town, and
 - c) the relevant goals and objectives of the Town and Department.
- 2) The orientation shall also familiarize the new employee with the duties and responsibilities of his/her new job and working relationships to other municipal staff.
- 3) The "Employee Induction-Orientation Checklist" shall be completed for each new employee hired. The checklist provides a systematic outline for Department Heads and Supervisors to follow during the orientation process.

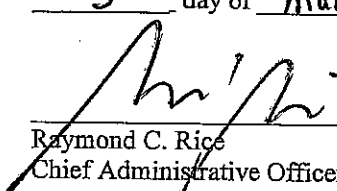
Previous Policies

The previous policy 9/23 "New Employee Orientation Program" approved by Council on February 4, 2002 is hereby amended.

Certification

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 2nd day of October, 2006.

GIVEN under the hand of the CAO and under the seal of the Town of Middleton this 5th day of March, 2007


Raymond C. Rice
Chief Administrative Officer