

Policy No. 2.13 **New Employee Orientation**
Date of Issuance: **May 17, 2012**
Revision Date:

1. Employee Orientation

On the first day of work the Department Head will inform the employee of all Town policies and practices. The employee shall receive printed material on policies and fringe benefits and complete a variety of payroll and fringe benefit forms. A review shall be done at the end of the orientation period and a determination made on the continuation of employment.