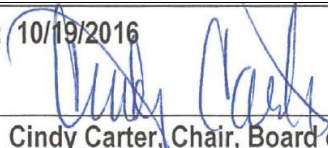


Grant County Personnel Policy

DATE ISSUED: 10/19/2016	EFFECTIVE DATE: 10/19/2016
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	10-17-16 Date Signed
LAST REVISED: 04/16/2015	CONTACT: Human Resources

403 – New Employee Orientation

403.1 New employees are provided a general orientation. The orientation includes completion of all new hire paperwork, an explanation of benefits, and a brief overview of the County's Policies & Procedures and directions for access to same on the County's intranet. Supervisors will explain the job responsibilities and provide training as necessary.

403.2 All newly hired employees shall present valid documentation confirming their identity and legal status to work in this country within three (3) days of beginning work for Grant County.