



Administrative Policy

**Orientation for New Employees and New Supervisors**

A.P. No.

3-33

Effective Date:

Upon Approval

**1. POLICY STATEMENT**

It is the policy of the City of Houston (City) to conduct an orientation program for new employees and new supervisors to provide them with relevant information about the City, the City's rules and policies, and in the case of new supervisors, the performance of their supervisory responsibilities.

**2. POLICY PURPOSE**

To assign responsibility for creation of uniform orientation programs for new City employees and new City supervisors and to mandate attendance for these programs.

**3. SCOPE**

This policy applies to:

- 3.1 All new City civilian employees.
- 3.2 Civilian employees rehired after the effective date of this policy and who have not successfully completed a new employee orientation within the twelve month period preceding the rehire date.
- 3.3 Newly hired City supervisors and City employees promoted to a supervisory position (new supervisors) within the City for the first time.
- 3.4 City supervisors rehired after the effective date of this policy and who have not successfully completed a new supervisor orientation within the twelve month period preceding the rehire date.
- 3.5 This policy does not apply to cadets in the Houston Police Department and the Houston Fire Department.

**4. DEFINITION**

Director: The Director of the Human Resources Department or his/her designee.

New employee: A newly hired or rehired employee categorized as a civilian, with the exception of Houston Police Department and Houston Fire Department cadets.

New supervisors: A newly hired or rehired supervisor categorized as a civilian.

New Employee Orientation: A program developed by the Human Resources Department to provide new employees with relevant information about the City's operations, rules, and policies.

New Supervisor Orientation: A program developed by the Human Resources Department to provide new supervisors with relevant information about the City's operations, rules, policies, and the performance of their supervisory responsibilities.

Approved:

Handwritten signature of Quiana D. Parker in black ink.

Date Approved:  
12/28/2015

Page 1 of 3

## **5. POLICY DETAILS**

- 5.1 New employee orientation will be conducted for all employees subject to the scope of this policy.
- 5.2 New supervisor orientation will be conducted for all new supervisors subject to the scope of this policy.
- 5.3 The training tracking system used by the Human Resources Department will be the system of record for the orientation programs established in this policy.
- 5.4 The content of both orientation programs will include training in rules, policies and procedures of general applicability to all City employees and/or supervisors.
- 5.5 New employees and new supervisors may be required to attend additional training or orientation programs.

## **6. ROLES AND RESPONSIBILITIES**

- 6.1 Human Resources Department
  - 6.1.1 The Director is responsible for establishing the new employee orientation and new supervisor orientation curriculum.
  - 6.1.2 The Director is responsible for establishing the new employee orientation and new supervisor orientation training format.
  - 6.1.3 The Director is responsible for establishing the scheduling and availability of new employee orientation and new supervisor orientation.
- 6.2 New Employees
  - 6.2.1 New employees are responsible for reserving a space in a new employee orientation session.
  - 6.2.2 New employees are responsible for attending and completing new employee orientation within 30 days of their hire or rehire date.
- 6.3 New Supervisors
  - 6.3.1 New supervisors are responsible for reserving a space in a new supervisor orientation session.
  - 6.3.2 New supervisors are responsible for attending and completing new supervisor orientation within 45 days of their hire, rehire or promotion date.
- 6.4 Department Supervisors and Managers
  - 6.4.1 Department supervisors and managers are responsible for ensuring new employees and supervisors under their charge successfully complete new employee orientation and new supervisor orientation on a timely basis as appropriate.

## 7. RELATED DOCUMENTS AND INFORMATION

This administrative policy supersedes Mayor's Policy No. 107.00 Employment: Orientation and Training. MP 107.00 is rescinded under separate document.

## 8. POLICY SPONSOR

**Department:** Human Resources Department