

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:
NEW EMPLOYEE
ONBOARDING/INTEGRATION

Regulation No:
2.42

Effective Date:
June 19, 2012

Supersedes: New Section

I. PURPOSE

The objectives of the *New Employee Onboarding/Integration Program* are to have an effective orientation program that is consistent throughout the Town of Vienna and to have an orientation program supporting the goal of establishing and maintaining an effective, diverse, educated and motivated workforce.

A successful on boarding is well planned. It is spread over a period of time and is an ongoing process, not just a one day event. Information should be given to the new employee closest to the time it is needed. The following is intended to assist departments in the orientation program and serve as a guide for what new employees need to know. Departments may customize the program to accommodate the unique characteristics of the office.

II. PREPARATIONS PRIOR TO THE NEW EMPLOYEE STARTING WORK

A. Administrative Services

1. After the new employee has accepted the employment offer, a welcome letter is sent by the Administrative Services Office. It outlines what the employee can expect during their first days of employment.
2. A new hire package is prepared.
3. If applicable, the new employee is assigned a telephone extension number with their name added to the employee directory.

B. Hiring Department

1. In preparation of the new employee's arrival, the department will notify applicable coworkers of new employee and the start day.
2. In addition, the following will be done:
 - a. Prepare desk/work area
 - b. Ready equipment/uniforms/cell phone/keys
 - c. Identify work mentor

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- d. Notify IT for email/computer setup
- e. Complete contact card
- f. Set up first day lunch

III. FIRST DAY OF WORK

- A. The employee reports to their work site.
- B. At the hiring department during the course of the first day, the following will occur:
 - 1. Tour of workplace and introductions to department/division's employees and mentor
 - 2. Driving tour of Town of Vienna with mentor and supervisor
 - 3. Assistance with email/voicemail setups
 - 4. View intranet, VERA, department webpages and employee directory
 - 5. Arrange Mentor/coworker first day lunch
 - 6. Provide contact number sheet
 - 7. Review and complete workplace training
- C. With Administrative Services during the course of the first day, the following will occur:
 - 1. The new hire will view two presentations:
 - a. One on Vienna and its general policies
 - b. Benefits
 - 2. Administrative Services will provide guidance in reviewing all the material in the new hire package and completing the relating forms and documents.

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D. With Information Technology during the course of the first day, the following will occur:

1. Computer use, email and log on instructions
2. Review computer usage, email and voicemail protocols. (new employee signs acknowledgement)

IV. END OF FIRST WEEK OF WORK

A. Administrative Services

1. New employee returns new hire paperwork to Administrative Services

B. Hiring Department

1. Mentor meets with employee

V. EACH WEEK FOR THE FIRST MONTH

A. Hiring Department

1. Mentor meets with employee

VI. AT TWO MONTHS

A. Administrative Services

1. Sends new hire survey to new employee (AR 2.42-1)
2. Follows up as necessary to provide information and assistance

VII. QUARTERLY ALL DEPARTMENT MEET AND GREET

- A. All newly hired permanent employees will attend one of the quarterly sessions held on the first Wednesday of February, May, August and November of each year. New police officers will attend as soon as their work and training schedules allow. Held at the Town Hall Council Chambers, the new employee(s) meet with the Town Manager and all Department Directors. There will be light refreshments served and lunch provided as well.

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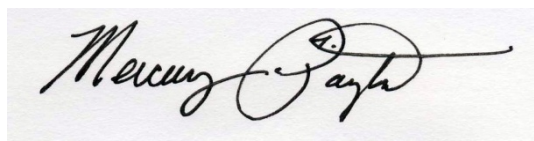
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- B. The Town Manager will open the session with a 10 to 15 minute talk on the “Vienna Way” that sets expectation for the new employee(s).
- C. Each department head or their deputy attend the session and provides to employees an overview of their operations and how it interacts with the new employees work.
- D. Throughout this session, the new employee(s) will be able to ask questions.
- E. At the conclusion of the presentations, the new employee(s) along with their will be taken on a tour of Town Hall, the Police Station, Parks and Recreation, and the Public Works facilities by the Town Manager.
- F. At the end of the tour, the new employee(s) return to their regular work site and duties.

VIII. APPLICABLE DOCUMENT

- A. New Employee Survey (AR 2.42-1)

Signature of Town Manager:



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