



Administrative Policy

**New Employee Orientation**

A.P. No.

3-33

Effective Date:

Upon Approval

**1. POLICY STATEMENT**

It is the policy of the City of Houston (City) to design and conduct an orientation session for new employees that ensures they have the foundation needed to successfully acclimate to the City.

**2. POLICY PURPOSE**

To assign responsibility for creation of a standardized orientation session for new City employees to mandate attendance for this session.

**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 session within the twelve-month period preceding the rehire date; and
- 3.3 This policy does not apply to cadets in the Houston Police Department and the Houston Fire Department.

**4. DEFINITION**

Director: Human Resources Department Director 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 Employee Orientation: A one-time session developed by the Human Resources Department to provide new employees with relevant information about the City, its rules, policies, and programs.

Talent Management System (TMS): The City's online system for performance management as well as registering, tracking, and accessing a variety of learning courses.

**5. POLICY DETAILS**

- 5.1 New Employee Orientation will be conducted for all employees subject to the scope of this policy.
- 5.2 The content of the orientation session will include training in rules, policies, and programs of general applicability to all City employees.
- 5.3 New employees may be required to attend additional training or programs.

Approved:

Handwritten signature of Sylvia Turner in black ink.

Date Approved:

04/10/2023

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## **6. ROLES AND RESPONSIBILITIES**

6.1 The Director is responsible for establishing the New Employee Orientation session curriculum, training format, scheduling, reporting, and compliance.

6.2 New employees are responsible for:

6.2.1 Registering for a New Employee Orientation session in the City's Talent Management System; and

6.2.2 Attending and completing new employee orientation within 45 days of their hire or rehire date.

6.3 Department supervisors and managers are responsible for ensuring new employees under their leadership successfully complete a New Employee Orientation session within forth-five (45) calendar days of hire or rehire.

## **7. CONFLICT AND REPEAL**

This administrative policy supersedes Mayor's Policy No. 107.00 Employment: Orientation and Training effective December 28, 2015.

## **8. POLICY SPONSOR**

**Department:** Human Resources Department