

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Orientation Policy**

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**APPROVED BY:**

  
Board Chair

**REVISED:**

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### **POLICY:**

East County Fire & Rescue has developed an orientation program to introduce and welcome new employees into the organization.

On or around the first day of employment, Administrative staff shall conduct an orientation session with new employees to complete necessary employment documents, review key policies, compensation terms, and available benefits, and provide any other human resource related information needed to orient and integrate the employee into the East County Fire & Rescue family. The topics covered shall be documented and placed in the employee's personnel file.

During the first week of employment, the employee's supervisor shall review the organizational structure, job content, performance and safety standards, working conditions, promotional opportunities, and any other matters of operational importance needed to orient and integrate the employee into service at East County Fire & Rescue. The topics covered by the supervisor shall be appropriately documented. During the orientation period, the supervisor shall meet with the employee at least once a week to respond to questions and provide constructive feedback concerning performance.