

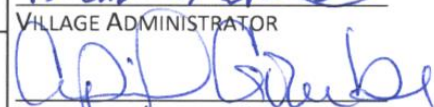


POLICY AND PROCEDURE STATEMENT

SUBJECT ORIENTATION	PAGE 1 OF 4	DATE EFFECTIVE JUNE 1, 2018		
SECTION/POLICY NO. 2.01	APPROVED BY  MAYOR	SUPERSEDES VOA II-B, OCTOBER 1, 2003		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE
REFERENCE	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY AND PROCEDURE

- I. Job experience and skills are assessed in the interview process. No job placement is made until references are received. All questionable issues are resolved before the first job assignment is considered.
- II. All employees attend orientation sessions that include:
 - Types of work to be provided as applicable.
 - Village of Ashville Code of Ethics and the Ethics Forum.
 - Confidentiality of information.
 - Appropriate policies and procedures to the employee's position.
 - Guidelines for employee's position.
 - Community resources as applicable.
 - Introduction to the Village of Ashville Performance Improvement Program and the employee's participation in the same.
 - Personnel issues, work hours, work expectations.
 - Emergency preparedness policies, fire evacuation procedures, and safety as it are applicable to the position.
 - Reporting requirements for abuse and neglect.
 - Employee safety policies.
 - See also "Orientation Checklist".
- III. Based on prior work experience and skills evaluation/competency testing, the employee will receive orientation in their specific area.
- IV. The day that the employee begins to work marks the beginning of an introductory period. If the employee is retained in employment, the length of service and the eligibility for employee benefits is calculated from the first day of work.
- V. All staff members have a probationary period of at least ninety (90) days.

PURPOSE

- I. To have a standardized method to education and train staff.



Village of Ashville



P.O. Box 195
 200 East Station Street
 Ashville, OH 43103
 Office: 740/983-6367 • Fax: 740/983-4703

ASHVILLE ORIENTATION CHECKLIST

Name _____ Title _____

Topic	Person Responsible	Date	Initials
Village History	Village Administrator		
Role of Mayor and Council	Village Administrator		
Village Services	Village Administrator		
Personnel File Requirements	Clerk / Treasurer		
Safety Policies and Procedures	Immediate Supervisor		
General Policies and Procedures	Immediate Supervisor		
Procedures for Emergency Situations	Immediate Supervisor		
Confidentiality of Information Policy	Immediate Supervisor		
Personnel issues, work hours, & expectations	Immediate Supervisor		
Introductory Period, Evaluation, Raises	Immediate Supervisor		
Order of Command, Organizational Chart	Immediate Supervisor		
Breaks/Lunch	Immediate Supervisor		
Continuing Education	Immediate Supervisor		
Guidelines for Position	Immediate Supervisor		
Skills Checklist/Competency	Immediate Supervisor		
Performance Improvement Program	Immediate Supervisor		
Role of Other Departments	Immediate Supervisor		
Universal Precautions	Immediate Supervisor		
Office Hours, Office Keys	Immediate Supervisor		
Incident/Accident Reports	Immediate Supervisor		
Documentation Requirements	Immediate Supervisor		
Personnel Committee			
Develop, Approval, and Amend	Personnel Committee Representative		
Personnel Administration	Personnel Committee Representative		
Definition of Terms	Personnel Committee Representative		
Objective	Personnel Committee Representative		
Equal Opportunity Employment	Personnel Committee Representative		
Management Rights	Personnel Committee Representative		
Scope of Coverage	Personnel Committee Representative		
Savings Clause	Personnel Committee Representative		
Classification of Employment	Personnel Committee Representative		
Department Rules and Regulations	Personnel Committee Representative		
Personnel Files	Personnel Committee Representative		

Topic	Person Responsible	Date	Initials
Hiring	Personnel Committee Representative		
Orientation	Personnel Committee Representative		
Scope of Employment-At-will;	Personnel Committee Representative		
Contractual	Personnel Committee Representative		
Physical Examinations	Personnel Committee Representative		
Performance Appraisal Policy	Personnel Committee Representative		
Compliance Standards - Code of Ethics	Personnel Committee Representative		
Time Card Policy	Personnel Committee Representative		
Requesting Time-Off	Personnel Committee Representative		
Employee Dispute Resolution Policy	Personnel Committee Representative		
Job Description Policy	Personnel Committee Representative		
Compensation Policy	Personnel Committee Representative		
Overtime	Personnel Committee Representative		
Payroll Deduction	Personnel Committee Representative		
Worker's Compensation	Personnel Committee Representative		
Unemployment Compensation	Personnel Committee Representative		
Medical Insurance	Personnel Committee Representative		
Hospitalization Coverage	Personnel Committee Representative		
Holiday	Personnel Committee Representative		
Vacation	Personnel Committee Representative		
Sick Leave	Personnel Committee Representative		
Bereavement	Personnel Committee Representative		
Personal Time	Personnel Committee Representative		
Court/Jury Duty	Personnel Committee Representative		
Benefits Leave of Absences <ul style="list-style-type: none"> • Sick Leave • Family Medical Leave • Personal Leave • Military Leave • Bereavement Funeral Leave • Injury on Duty Leave (IOD) 	Personnel Committee Representative		
Employee Disability (ADA)	Personnel Committee Representative		
Expense Reimbursement	Personnel Committee Representative		
Credit Card	Personnel Committee Representative		
Work Rules and Regulations	Personnel Committee Representative		
Safety and Health	Personnel Committee Representative		
Use of Village Property	Personnel Committee Representative		
Vehicle Use	Personnel Committee Representative		
Cell Phone/Hand Held Device	Personnel Committee Representative		
Uniform Use	Personnel Committee Representative		
Tools, Supplies, Equipment, & Telephones	Personnel Committee Representative		

Topic	Person Responsible	Date	Initials
Seat Belt Policy	Personnel Committee Representative		
Attendance, Tardiness, & Absenteeism	Personnel Committee Representative		
Alcoholic Beverages/Drugs & Controlled Sub	Personnel Committee Representative		
Employee Conviction in Court of Law	Personnel Committee Representative		
Appearance- Dress Policy	Personnel Committee Representative		
Gifts & Gratuities	Personnel Committee Representative		
Alcoholism & Drug Abuse	Personnel Committee Representative		
Gambling	Personnel Committee Representative		
Sexual & Other Prohibited Types of Harassment	Personnel Committee Representative		
Social Media External/Internal	Personnel Committee Representative		
Internet & Computer Use (Internal)	Personnel Committee Representative		
Outside Employment	Personnel Committee Representative		
Political Activity	Personnel Committee Representative		
Drug Free Workplace Act	Personnel Committee Representative		
Workplace Violence	Personnel Committee Representative		
Omnibus Transportation	Personnel Committee Representative		
Disciplinary Principles	Personnel Committee Representative		
Progressive Discipline	Personnel Committee Representative		
Grounds for Disciplinary Action & Penalties	Personnel Committee Representative		
Pre-Disciplinary Conference	Personnel Committee Representative		
Appeals	Personnel Committee Representative		
Resignation	Personnel Committee Representative		
Exit Interview	Personnel Committee Representative		