



# Medina County Policy Manual



<b>Policy: Orientation &amp; Training</b>	<b>Section: Employment</b>	<b>Number: 2.070</b>
<b>Issued: 09/17/07</b>	<b>Reviewed/Revised:</b>	<b>Page #: 1 of 2</b>

## A. New Employee Orientation

Each new employee will be provided a period of orientation by his/her immediate supervisor. In most situations, this will be handled in an informal manner on the job. Generally, topics covered may include:

1. An introduction to the department's organization and chain-of-command;
2. An introduction to the employee's work group and work schedule;
3. A review of job duties and responsibilities;
4. A review of the department's policies, procedures and work rules;
5. A review of the performance and conduct standards upon which the employee will be evaluated; and
6. All other information pertinent to the position and its performance.

## B. Training Program Evaluation

The Commissioners/County Administrator/Human Resources shall periodically examine current and proposed training programs in order to ensure the program's relevance to individual employees and organizational training needs.

## C. On-the-Job Training (OJT)

1. On-the-job training prepares an employee to effectively perform the responsibilities required of his/her position. It allows the employee to learn his/her job duties, correct procedures, and expected performance levels, under the immediate direction of an experienced worker.
2. The conduct of training is the responsibility of the departments under the direction of the Commissioners.

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D. Job-Related Training Courses

1. Employees may be required to attend job-related training programs, courses, workshops, seminars, etc.
2. If training is required by the Commissioners, the expense incurred will be paid by the County.
3. Non-exempt employees are entitled to be paid for mandatory training which cannot be scheduled during normal working hours.