

# Memo

**To:** Department Managers and Directors  
**From:** Lisa Marley  
**Date:** May 9, 2012  
**Re:** New Employee Orientation – New Process

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## **New Employee Orientation**

Starting in May 2012, Employee Orientation will become a three day process. This initiative is to ensure the safety of our new employees and their co-workers while performing their duties for the City.

Day 1 = Morning session will consist of Personnel Policies and Benefits Enrollment; afternoon session will be Blood Borne Pathogens and Hazardous Communication.

Day 2 = Defensive Driving.

Day 3 = CPR Training.

It is mandatory that all new employees (excluding non-admin Fire and non-admin Police) attend this 3-day training as it is an annual requirement.

Each month you will receive a memo listing the new employees who must attend. The memo will indicate location and times.

Thank you for ensuring that your new employees attend this valuable training.

Lisa E. Marley, CPM  
Director of Human Resources &  
Risk Management