



## New Employee Orientation & Onboarding

<b>EMPLOYEE INFORMATION</b>			
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**Name:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_  
**Position:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

ACTIVITIES TO BE COMPLETED IN FIRST TWO WEEKS	RESPONSIBLE PERSON	DATE COMPLETED
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INTRODUCTION TO THE CITY OF CENTERVILLE			
<input type="checkbox"/>	Mission, Vision, Values	Operations Manager	
<input type="checkbox"/>	Customer Service Philosophy	Operations Manager	
<input type="checkbox"/>	Leadership Expectations	Operations Manager	
<input type="checkbox"/>	Centerville Facts	Operations Manager	
<input type="checkbox"/>	City Council Photo Directory	Operations Manager	
<input type="checkbox"/>	City Organization Chart	Operations Manager	
<input type="checkbox"/>	City's Strategic Plan	Operations Manager	
<input type="checkbox"/>	High Performance Organization Principles (HPO)	Operations Manager	

INTRODUCTION TO PUBLIC WORKS			
<input type="checkbox"/>	Public Works Organization Chart	Operations Manager	
<input type="checkbox"/>	Photo directory of employees	Operations Manager	
<input type="checkbox"/>	Public Work's role	Operations Manager	
<input type="checkbox"/>	City, Township & County duties and differences	Operations Manager	
<input type="checkbox"/>	Parks	Operations Manager	

INTRODUCTIONS/TOUR OF PUBLIC WORKS			
<input type="checkbox"/>	Introduction to staff and key personnel	Supervisor	
<input type="checkbox"/>	Tour of Public Works, including: Restrooms Supply room Printers Bulletin board Parking lot Breakroom Emergency exits First aid kits, tornado shelter, fire extinguisher locations Eye wash station & kits in vehicles	Supervisor	

FACILITY TOURS			
<input type="checkbox"/>	City Hall & Annex Building	Facility Supervisor	
<input type="checkbox"/>	Police Department	Facility Supervisor	
<input type="checkbox"/>	Yankee Trace	Facility Supervisor	
<input type="checkbox"/>	Benham's Grove	Facility Supervisor	
<input type="checkbox"/>	Stubbs Park	Facility Supervisor	

**1** Return completed copy to [Insert Supervisor Name] by [Insert 90 days from start date].



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<input type="checkbox"/>	Cornerstone Park	Facility Supervisor	
<input type="checkbox"/>	Uptown	Facility Supervisor	
<input type="checkbox"/>	Munger Property	Facility Supervisor	
<input type="checkbox"/>	City Limits	Facility Supervisor	

HUMAN RESOURCES			
<input type="checkbox"/>	Meet with HR to go over required paperwork	HR	
<input type="checkbox"/>	Complete HR paperwork (including employee contribution fund)	HR	
<input type="checkbox"/>	Set up in payroll/ESS access	HR	

TECHNOLOGY / ACCESS			
<input type="checkbox"/>	Explanation of building access and alarm system	Facility Supervisor	
<input type="checkbox"/>	Login to computer and access Outlook email	New Hire	
<input type="checkbox"/>	Set up email signature (Common Drive > Communications Policy & Samples > Email Signature)	Business Ops Coord.	
<input type="checkbox"/>	Share calendar access to supervisor and others in department	Business Ops Coord.	
<input type="checkbox"/>	Add room calendars & co-worker calendars to your calendar	Business Ops Coord.	
<input type="checkbox"/>	Explore network drives	Business Ops Coord.	
<input type="checkbox"/>	Shortcuts & favorites	Business Ops Coord.	
<input type="checkbox"/>	Phone training (ZAC Software)	Business Ops Coord.	
<input type="checkbox"/>	Set up voicemail	Business Ops Coord.	
<input type="checkbox"/>	Access database: service, refuse and special pick-up work orders	Business Ops Coord.	
<input type="checkbox"/>	Copier training (printing & scanning)	Business Ops Coord.	
<input type="checkbox"/>	Create a free DocuSign account with City email	Business Ops Coord.	
<input type="checkbox"/>	Create a free Smartsheet account with City email	Business Ops Coord.	
<input type="checkbox"/>	Login to Maplication, learn how to utilize the information	Business Ops Coord.	
<input type="checkbox"/>	Know who /where to ask for IT help (IT Support Tickets icon on desktop)	Business Ops Coord.	

ADMINISTRATIVE PROCEDURES			
<input type="checkbox"/>	Mail (incoming and outgoing)	Business Ops Coord.	
<input type="checkbox"/>	Interoffice mail	Business Ops Coord.	
<input type="checkbox"/>	City phone directory (Common Drive > Reception > Telephone Extension List)	Business Ops Coord.	
<input type="checkbox"/>	Conference rooms	Business Ops Coord.	
<input type="checkbox"/>	Office supplies	Business Ops Coord.	
<input type="checkbox"/>	Order business bards (if applicable)	Business Ops Coord.	
<input type="checkbox"/>	Provide emergency contact information to Public Works	Business Ops Coord.	

SUPPLIES, EQUIPMENT, & UNIFORMS			
<input type="checkbox"/>	Locker & combination	Supervisor	
<input type="checkbox"/>	Uniforms, if required (provide size and be fitted utilize sizing kit)	Business Ops Coord.	
<input type="checkbox"/>	Logo wear (employee purchased apparel)	Business Ops Coord.	

**2** Return completed copy to [Insert Supervisor Name] by [Insert 90 days from start date].



## New Employee Orientation & Onboarding

<input type="checkbox"/>	Obtain boot voucher for \$175 to Red Wing	Business Ops Coord.	
<input type="checkbox"/>	Go to Red Wing to get boots	New Hire	
<input type="checkbox"/>	Vehicle fueling instructions	Business Ops Assistant	
<input type="checkbox"/>	City vehicle assignment & usage	Supervisor	
<input type="checkbox"/>	Radio procedures (if applicable)	Supervisor	

SUPERVISOR DISCUSSION			
<input type="checkbox"/>	Job responsibilities and expectations	Supervisor	
<input type="checkbox"/>	Leadership	Supervisor	
<input type="checkbox"/>	Discuss Probationary Period	Supervisor	
<input type="checkbox"/>	Set up regular 1:1 meetings with supervisor	Supervisor	
<input type="checkbox"/>	Review a 30-60-90-day plan with goals at each checkpoint	Supervisor	
<input type="checkbox"/>	Performance evaluations	Supervisor	
<input type="checkbox"/>	Dress code	Supervisor	
<input type="checkbox"/>	Work schedule	Supervisor	
<input type="checkbox"/>	Work time entry process (time clock or ESS)	Supervisor	
<input type="checkbox"/>	Leave request submittal	Supervisor	
<input type="checkbox"/>	Accident/Injury process and procedure	Supervisor	

POLICIES & PROCEDURES			
<input type="checkbox"/>	Personnel Manual (Common Drive > Human Resources > Personnel Manuals)	Supervisor	
<input type="checkbox"/>	Overtime, if applicable (Pg. 30)	Supervisor	
<input type="checkbox"/>	Sick Leave and Vacation (Pg. 38-44)	Supervisor	
<input type="checkbox"/>	Family Medical Leave Act (FMLA)/leaves of absence (Pg. 49-53)	Supervisor	
<input type="checkbox"/>	Emergency procedures (Pg. 53)	Supervisor	
<input type="checkbox"/>	Unauthorized Leave (Pg. 53-54)	Supervisor	
<input type="checkbox"/>	Ethics of Public Employment (Pg. 67-68)	Supervisor	
<input type="checkbox"/>	Anti-harassment/discrimination (Pg. 75-77)	Supervisor	
<input type="checkbox"/>	Phone policy (Pg. 81-82)	Supervisor	
<input type="checkbox"/>	Electronic communications policy (Pg. 82-85)	Supervisor	
<input type="checkbox"/>	Safe workplace - Drug alcohol awareness (Pg. 87-92)	Supervisor	
<input type="checkbox"/>	Safety & Accident/Injury reporting (Pg. 96-97)	Supervisor	

MANAGEMENT RESPONSIBILITIES AND/OR PROCEDURES			
<input type="checkbox"/>	Employee time entry approval process	Supervisor	
<input type="checkbox"/>	Employee evaluation process	Supervisor	
<input type="checkbox"/>	Accident/Injury responsibilities	Supervisor	
<input type="checkbox"/>	Confidentiality	Supervisor	
<input type="checkbox"/>	Learn about the Equipment Operator Training process on Smartsheet	Business Ops Coord.	
<input type="checkbox"/>	Learn more about the Strategic Plan and the platform it's on	Business Ops Coord.	
<input type="checkbox"/>	Learn about the Smartsheet process for evaluations	Business Ops Coord.	



## New Employee Orientation & Onboarding

ACTIVITIES TO BE COMPLETED IN FIRST 30 DAYS	MONITOR/MENTOR (If Applicable)	DATE COMPLETED
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STANDARD FORMS/PROCEDURES		
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<input type="checkbox"/>	Memo Informal and Formal (Common Drive > Communications Policy and Samples > Memo Templates)	New Hire	
<input type="checkbox"/>	Letterhead (Common Drive > Communications Policy and Samples > Letterhead)	New Hire	
<input type="checkbox"/>	City Logos (Common Drive > Communications Policy and Samples > Official Logos)	New Hire	
<input type="checkbox"/>	Public records process	City Clerk	
<input type="checkbox"/>	Public records request process	City Clerk	

PURCHASING/FINANCES		
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<input type="checkbox"/>	Budget Operating and CIP (Capital Improvement Plan)	Operations Manager	
<input type="checkbox"/>	Budget process	Operations Manager	
<input type="checkbox"/>	Purchasing process	Operations Manager	
<input type="checkbox"/>	Requisitions & Purchase Orders (Munis Finance System)	Operations Manager	
<input type="checkbox"/>	Vendor relationships & lists	Operations Manager	
<input type="checkbox"/>	Credit card procedures	Business Ops Coord.	
<input type="checkbox"/>	Credit card holder acknowledgement form	Business Ops Coord.	

LEARN ABOUT CITY MEETINGS		
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<input type="checkbox"/>	Council meetings (1 <sup>st</sup> and 3 <sup>rd</sup> Monday), attend a meeting	Public Works Director	
<input type="checkbox"/>	Work Session before Council meeting, attend a work session	Public Works Director	
<input type="checkbox"/>	Senior staff meetings, attend a meeting	Public Works Director	
<input type="checkbox"/>	Public Works all staff meetings	Public Works Director	
<input type="checkbox"/>	PW management meeting	Public Works Director	
<input type="checkbox"/>	Book club	Public Works Director	



## New Employee Orientation & Onboarding

### Getting Acquainted with Operations

ACTIVITIES TO BE COMPLETED IN FIRST 90 DAYS (Employee to schedule with key contact)	DATE COMPLETED
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<b>OPERATIONS MANAGER – Ben Ankeney</b>		
<input type="checkbox"/>	Meet with the Operations Manager – Discuss his main responsibilities in his position.	
<input type="checkbox"/>	Provide copy of Driver’s License and CDL (If no CDL and it is a requirement for position, discuss with Ben the process to work towards CDL)	

<b>STREETS SUPERVISOR – Todd Pemberton</b>		
<input type="checkbox"/>	Meet with the Street Supervisor – Discuss what his team does, the challenges they face in trying to provide service to our customers.	
<input type="checkbox"/>	Site Visits/Tours: Go out in the field and get to know our frontline staff. Learn about what behaviors / traits are needed to succeed in their roles. Work with the Service Leaders to schedule site visits, Discuss the following:	
<input type="checkbox"/>	Winter operations	
<input type="checkbox"/>	Catch basin cleaning	
<input type="checkbox"/>	Leaf collection	
<input type="checkbox"/>	Asphalt repairs/ cracking sealing	
<input type="checkbox"/>	Street cleaning	
<input type="checkbox"/>	Catch basin inspections	
<input type="checkbox"/>	Special activities – Americana, Summer Concerts, Holiday Events	

<b>WASTE/ VEHICLE MAINTENANCE SUPERVISOR –</b>		
<input type="checkbox"/>	Meet the Waste/ Vehicle Maintenance Supervisor– Discuss the vehicle maintenance and waste groups do, why it’s important to our organization, and how it impacts the services we provide.	
<input type="checkbox"/>	Site Visits/Tours: Go out in the field and get to know our waste and vehicle maintenance team. Learn more about their operations and find out what type of problems they run into on a day to day basis.	
<input type="checkbox"/>	Waste pick-up	
<input type="checkbox"/>	Recycling pick-up	
<input type="checkbox"/>	Special pick-ups	
<input type="checkbox"/>	Clean sweep event in May	
<input type="checkbox"/>	Solid Waste District facility tour	
<input type="checkbox"/>	Rumpke location & visit	

<b>FACILITIES SUPERVISOR – James Rinaldi</b>		
<input type="checkbox"/>	Meet with the Facility Supervisor – Discuss what his team does with City facilities including cleaning, maintenance work (reactive and proactive) and current/future projects. Learn about the City owned facilities. Go on site visits with him.	



## New Employee Orientation & Onboarding

### Getting Acquainted with Engineering

ACTIVITIES TO BE COMPLETED IN FIRST 90 DAYS (Employee to schedule with key contact)		DATE COMPLETED
<b>CITY ENGINEER – Jim Brinegar</b>		
<input type="checkbox"/>	Meet with the City Engineer to learn about what our engineers do. Capital projects, project management, subdivision, and plan review– Engineering plays many roles in designing, updating, and maintaining our roadway, storm water system, traffic signals, and street lighting.	
<b>ASSISTANT CITY ENGINEER – David Swanson</b>		
<input type="checkbox"/>	Meet with the Assistant City Engineer to learn about how he contributes to the team and projects he is working on.	
<b>STAFF ENGINEER – Taylor Schindler</b>		
<input type="checkbox"/>	Meet with the Staff Engineer to learn about how she contributes to the team and projects she is working on.	
<b>CITY INSPECTORS – David Watts, Roger Masters, John Eckley(OUPS Inspector)</b>		
<input type="checkbox"/>	Meet with the City Inspectors to learn about their work and what they do to support Engineering. Learn what tools they use in the field and go on site visits.	
<input type="checkbox"/>	Get introduced to Ohio Utilities Protection Service (OUPS). Spend time with our OUPS Inspector. Have him demonstrate the OUPs system. How calls come in and how he marks utilities in the field. Also discuss the importance of accurate markings.	



## New Employee Orientation & Onboarding

### Getting Acquainted with Other City Departments

ACTIVITIES TO BE COMPLETED IN FIRST 90 DAYS (Employee to schedule with key contact)	DATE COMPLETED
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<b>CITY MANAGERS OFFICE</b>	
City Manager – Wayne Davis	
Assistant City Manager – Mariah Vogelgesang	
City Manager’s Executive Assistant – Holly Bricker	
<input type="checkbox"/>	Learn what the City Manager and Assistant City Manager do daily.
<input type="checkbox"/>	Learn about the County, State, and City-wide committees/organizations Centerville is a part of.
<input type="checkbox"/>	Learn how the Executive Assistant aids the City Managers Office in their daily tasks.

<b>FINANCE DEPARTMENT</b>	
Finance Director – Tyler Roark	
Assistant Finance Director – Miranda Piatt	
<input type="checkbox"/>	Learn about what finance does; tax, accounts payable and payroll.
Waste Billing – Karen Leadman	
<input type="checkbox"/>	Meet with Karen to discuss how waste billing works.

<b>COMMUNITY RESOURCES</b>	
Communication Director – Kate Bostdorff	
<input type="checkbox"/>	Learn about what Kate does with Communications & City Events. Discuss what you can do to help with communications, Friday update, etc.