



## Office of the City Auditor Policies and Procedures

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**Number:** 6.2.1

**Title:** Employee Orientation

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**Original Date:**
**Revision Date:**
**Approved By:**

06/01/1993

10/20/1999

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### I. Policy

All new employees shall receive orientation specific to the Office of the City Auditor.

### II. Purpose

The objective of the orientation process is to give new employees a working knowledge of the purpose and mission of our office, and an understanding of various office processes, so that they can quickly contribute to the success of their team and the office.

### III. Definitions

- A. **New employees** - For purposes of this policy, new employees will include probationary and regular employees who are full-time or part-time, temporaries, and interns. See the City of Austin Personnel Policies—Non-Civil Service Personnel, for explanations of the various employment statuses.
- B. **Orientation process** - The orientation process includes various components ranging from very basic logistical aspects such as what office space will be assigned, to classroom type instruction on how to perform the audit process.

### IV. Procedures/Responsibilities

- A. The City Auditor shall appoint an Orientation Coordinator and shall assign the new employee to an Assistant City Auditor.

- B. The assigned Assistant City Auditor will coordinate with the Orientation Coordinator to ensure that the new employee has a smooth transition to the office.
- C. The Orientation Coordinator shall be responsible for:
  - 1. Ensuring that orientation guidelines are kept up to date,
  - 2. Ensuring that all orientation processes are carried out in accordance with the Orientation Guidelines (see attached),
  - 3. Conducting new employee orientation, and
  - 4. Assisting new employees with their transition to the office.
- D. The Human Resources Assistant shall notify the Orientation Coordinator when a new employee is scheduled to start working.
- E. All staff are responsible for completing their assigned tasks in the Orientation Guidelines.

## ORIENTATION GUIDELINES

### **ORIENTATION PROCESS/TIMELINE**

1. For OCA's responsibilities once an offer has been accepted, but prior to new employee's arrival at the office, see **ATTACHMENT A**.
2. The City of Austin new employee orientation conducted by HRD is provided during the first 1 ½ days of employment for full and part-time regular employees. HRD orientation is provided the first ½ day for full and part-time temporary employees. City of Austin new employee orientation is not necessary if the new employee is already a regular City employee (i.e., has transferred to OCA from another department).
3. For OCA's responsibilities within first three days of new employee's arrival at the office, see **ATTACHMENT B**.
4. OCA orientation classes will be provided to new employees. Timing will vary depending upon OCA priorities, but orientation should begin within one week of the employee's start date and be completed within one month. The level of training will be tailored to the individual depending on the new employee's previous experience. See **ATTACHMENT C** for details. Copies of the training material are on file in Policy Resource File (for Policy 6.2.1).
5. This completed checklist should be filed in the employee's personnel file.

**ATTACHMENT A**  
**PRIOR TO NEW EMPLOYEE'S ARRIVAL AT THE OFFICE**

**City Auditor**

- Decide on office space
- Assign to ACA team

**Assistant City Auditor**

- Determine projects to assign

**Administrative Specialist**

- Attach name plate
- Make sure office is clean (no old folders or papers in desk or file cabinets)
- Stock office with needed supplies (see Attachment A-1)
- Place the following documents in office:
  - Policy Manual
  - Yellow Book
  - Style Book
  - Time Accounting System User Guide
  - Workpaper Reference Manual
- Update office telephone listing
- Coordinate network capabilities – email, Internet access, shared files, etc.
- Prepare “Getting to Know OCA/COA” packet
  - Organization charts for OCA and COA
  - Strategic Plan
  - Business Plan
  - Annual Performance Plan
  - Accomplishment Reports
  - List of professional organizations
  - Office telephone listing
  - Travel Policy
  - Administrative Bulletin on Security of Equipment
  - Administrative Bulletin on Internet Use
  - Worker’s Compensation Notice (to be filled out)
  - Emergency Contact Form (to be filled out)

**Human Resources Assistant**

- Austin Energy Confidentiality Form
- Direct Deposit Form (to be filled out)
- Earning Statement Codes
- Monthly office meeting schedule
- Audit committee schedule
- Assign parking space and parking card
- Assign parking meter hang tag (if desired)
- Assign building access card
- Add name to sign-out board
- Add mail box slot

**Orientation Coordinator**

- Remove old documents from the computer – hard drive and desktop

**ATTACHMENT A-1  
OFFICE SUPPLIES****Required:**

- Desk
- Work table
- Desk chair
- Visitor chair
- Bookcase
- File cabinet
- Wastebasket
- Recycle basket
- Phone
- Computer
- Dry Erase Board
- Calculator
- Stapler and staples
- Staple remover
- Two-hole punch
- Tape dispenser and tape
- Scissors
- Ruler
- Dry erase marker set and eraser
- Business card holder
- Telephone Book
- Dictionary
- Pens
- Pencils
- Erasers
- Paper clips
- Binder clips
- Post-it notes
- Highlighters

**Optional:**

- Hanging file folders
- File folders
- Writing pads
- Rolodex and cards
- In/out tray
- Thesaurus
- Calendar

**ATTACHMENT B**  
**EMPLOYEE'S ARRIVAL AT THE OFFICE**

The following should be done within a three day period, unless otherwise noted.

**Assistant City Auditor**

- Organize meeting for New Employee and City Auditor
- Introduce to:
  - DCA, ACAs
  - Team and assigned AIC
- Prepare Long Form Development Plan (auditors) or Success Strategy Performance Review (administrative staff) *[to be completed within the first month]*
- Confer with employee about potential peer advisor and make an assignment—peer advisor does not have to be on same team and should not be the assigned AIC
- Review orientation schedule with employee
- Obtain information about employee's previous continuing education courses

**Auditor-In-Charge**

- Introduce to OCA staff
- Discuss project/initial project assignments
- Discuss "Getting to Know OCA/COA" Packet
- Time accounting procedures
- Computer orientation—e.g. location/limited instruction on Internet/Outlook Calendar/Email/City Directory

**Administrative Specialist**

- Discuss
  - Sign-out board procedures
  - Mail box
  - Misc. forms—e.g. leave request, insurance forms
  - Emergency Procedures
- Sign out keys to desk and front door
- Tour areas and various rooms—snack room, etc.
  - Office supplies location
  - File room
  - Copier room
  - Kitchen area
  - Snack room
  - Library
  - Conference Rooms

**Human Resources Assistant**

- Sign out
  - Parking card
  - Parking meter hang tag (if desired)
  - Elevator and building card

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**ATTACHMENT C  
ORIENTATION CLASSES**

1. Audit Profession (1/2 day)
2. City Structure (1/2 day)
3. Office Structure (1/2 day)
4. Audit Process (1 ½ days)
5. Work papers (1 day)
6. Office Culture and Expectations (1/2 day)

A Continuing Professional Education (CPE) certificate will be given to each participant.