



Town of North Attleborough, Massachusetts

16 FEB 23

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter 002 – New Employee Orientation

1. **Scope.** This policy applies to all new hires and Department Heads / Directors of the Town of North Attleborough.
2. **Purpose.** The purpose of this policy is to outline the policies and procedures for new employee orientation. The program's primary goal is to make all new employees feel welcome as new team members and help them to be effective from day one. Additionally, new employee orientation will increase employee retention, helps employees settle in faster, develop confidence, and build healthy working relationships with the team. Most importantly, it provides new employees with all the information they need to know to be comfortable, effective, and productive.
3. **Policy.**
 - a. The Human Resources Director is responsible for planning, coordinating, organizing, and implementing the new employee orientation program.
 - b. It is mandatory that all new employees of the Town attend the New Employee Orientation presentation within the first 90 days of their employment. The New Employee Orientation will be scheduled quarterly and posted on the Town website with scheduling details.
 - c. The New Employee Orientation program details and requirements are located in the Town Wide SOP under Administrative Management / Personnel / Training / New Employee Orientation.
4. The point of contact for this policy is the undersigned at mborg@nattleboro.com or by telephone at (508) 699-0100.

MICHAEL D. BORG
Town Manager
North Attleborough, MA