



City of Pittsburgh
Operating Policies

Policy: Orientation Program	Original Date: 3/1983
	Revised Date: 3/2008

PURPOSE: To establish guidelines for the Orientation Program and Payroll Registration.

POLICY STATEMENT: All new hires (full time, part-time and temporary employees), reinstatements, recalls, rehires and current employees whose bargaining unit status changes must attend the Orientation Program. This Orientation Program supplies all new hires with an understanding of the City policies and procedures.

DEFINITION

The Orientation Program for newly hired employees will provide the employee with important information regarding City policies, general working conditions and safety, employee benefits, payroll procedures, grievance procedures, and if applies City computer systems. Seniority lotteries, if applicable, will be conducted at orientation. During the Orientation Program all policies, the necessary tax, pension, insurance enrollment and other applicable forms will be completed and signed by the employee.

PROCEDURE

The following employees must attend an Orientation Program:

- All new hires (full time, part-time and temporary)
- All reinstated employees
- All recalled employees
- All rehired employees
- All employees changing status from part-time/temporary status to full time
- Any employee who, as a result of transfer, promotion or demotion within the same bargaining unit, has a change of bargaining unit status (e.g., Laborer promoted to Truck Driver, School Crossing Guard Substitute to School Crossing Guard Substitute- 145 days, etc.).
- Any employee who, as a result of transfer, promotion or demotion, is moving to a different bargaining unit (e.g., Laborer to Foreman), moving from a union to a non-union position (e.g., Clerk-Typist 2 to a Supervisory Clerk) or moving from a non-union to a union position (e.g., Summer Laborer to Laborer).

Orientation sessions are held every Monday, at 8:15 a.m. in Room 445, City-County Building. If this day is a holiday, the orientation session will be conducted on Tuesday. Identification cards will be issued to all oriented employees.

All employees are given an Orientation packet that is theirs to keep at the end of Orientation. The packet includes a comprehensive checklist of items that the employee signs at the conclusion of orientation.