

## New Employee Orientation

Bulletin Number: 2011-0002  
Issue Date: 2/1/11

### PURPOSE

New Employee Orientation (NEO) covers important information about county employment for new employees. For the purposes of this HR Bulletin, “new employees” include career service employees; appointed employees; provisional employees; term-limited temporary employees; short-term temporary employees; administrative interns; and former employees who are returning to county employment.

This HR Bulletin provides information about who attends new employee orientation; when employees attend the orientation; where employees report for the orientation; how employees are registered for the orientation; and general information about the content of NEO regarding the organization of King County in general, certain county policies, the state retirement system, health insurance, and other benefits.

This Bulletin further revises HR Bulletin “New Employee Orientation” 2007-0007 (last revised October 21, 2008).

### PROCEDURES

#### ***Registration:***

Prior to or immediately upon hire, department human resources personnel e-mail NEO registration requests for new employees directly to [kc.orientations@kingcounty.gov](mailto:kc.orientations@kingcounty.gov). This ensures that registrations are completed in a timely manner. NEO registrations are generally processed within 1-2 business days and are conducted:

Wednesdays from 9:00 a.m. to 1:00 p.m.  
(First session, 9:00 a.m.-10:30 a.m.; second session, 10:45 a.m.-1:00 p.m.)  
The Chinook Building  
401 Fifth Avenue (corner of Fifth Avenue and Jefferson Street)  
Room 121 (first floor)  
Seattle, Washington 98104

#### ***Timely attendance:***

The standard requirement is that new employees must attend NEO within 7 calendar days of hire. The only exceptions to this requirement are as follows:

- DOT Transit Operator Trainees receive NEO within 25 calendar days of hire (after the Operator Trainees have satisfied their training requirements)
- DAJD Corrections Officers receive NEO within 14 calendar days of hire (after Corrections Officers have passed a physical fitness examination)
- DES/Elections provides NEO documents to temporary election workers within the first 3 business days of hire
- Deputy Sheriffs receive NEO from the KCSO Personnel Unit within the first 2 business days of hire (the 2<sup>nd</sup> day of their training)
- Administrative Interns and Work Study Students, whose class or work schedules do not allow attendance at county’s NEO, will receive NEO from the established human resources

coordinator or other trained coordinator within 7 calendar days of hire, utilizing a videotaped presentation of the NEO (the coordinator will forward the original *Employee Acknowledgement of Receipt* form to Benefits, Payroll and Retirement Operations; see below)

In cases when an employee does not attend within the required time frame, the employee is still required to attend. Failure to attend may affect the employee's access to benefits and/or choice of benefits.

**Session information:**

All new employees must attend the 9:00 a.m.-10:30 a.m. session. The following information is provided:

- √ County organizational structure
- √ Critical policies and services, including:
  - Ethics
  - Civil Rights
  - Anti-harassment
  - Non-discrimination
  - Workplace Violence Prevention
  - Domestic Violence in the Workplace
  - Drug-free Workplace
  - Public Disclosure Request
  - Workers' Compensation
  - Graphic Standards
  - Internet Directory Exemptions\*

\*Internet directory exemptions are available to those having a legitimate reason for not having their names, phone numbers, work locations and Internet addresses made public. Exemption request forms are made available to new employees in the NEO packet.

Only benefit-eligible employees must attend the 10:45 a.m.-1:00 p.m. session. Newly eligible employees (STT to TLT or CS) must attend within 7 calendar days of becoming benefit-eligible. The following information is provided:

- √ Benefits programs, including:
  - State Retirement Plans and Deferred Compensation
  - Health Insurance Options
  - Initiation of a Wellness Assessment

Because eligible employees have 90 days from their date of hire to make their choice of retirement plans and 30 days from their date of hire to select their health insurance and other benefits, attendance at this session is critical.

**Employee Acknowledgement of Receipt form:**

Each employee attending NEO is required to complete and sign the *Employee Acknowledgement of Receipt* form affirming that they have been notified of county policies. The form also provides Benefits, Payroll and Retirement Operations (BPROS) with information about the employee's retirement status. BPROS sends the original, signed *Employee Acknowledgement of Receipt* form to the department human resources office; one copy is provided to the BPROS NEO Coordinator; one copy is provided to the BPROS Retirement Coordinator; and one copy is provided to the county Drug and Alcohol Program Coordinator.

**Departments authorized by BPROS to conduct their own NEO:**

Departments authorized by BPROS to conduct their own NEO for Administrative Interns, Work Study Students, elections staff and seasonal hires must send a copy of signed *Employee Acknowledgement of Receipt* forms to BPROS to verify compliance of attendance. BPROS must receive all copies of the form no later than 7 days after the end of each month.

**Returning from a break in service:**

Employees who return to county employment after a break in service of less than one year are not required to attend the policy & procedure portion of NEO (9:00 to 10:30 a.m.). The employing agency is responsible for ensuring that returning employees receive any new or revised human resources policies and for ensuring that the employees sign a new *Employee Acknowledgement of Receipt* form if the new or revised policy requires an acknowledgement of receipt. The employing agency will keep the original signed form on file and send a copy to BPROS.

If an employee is eligible for benefits and returns from a break in service of less than one year but more than 30 days, the employee must re-enroll in benefits within 30 days of their return. The employee's benefits do not default to their previous benefits. The employee may also need to take the written wellness assessment and should be registered to attend Part 2 of NEO (10:45 to 1:00 p.m.). Individual circumstances and special arrangements may be discussed with the BPROS NEO Coordinator at 206-684-1556.

**Returning from a leave of absence:**

Employees who return from a leave of absence and had continuous benefits coverage will receive any new or revised human resources policies from their employing agency. The employing agency is responsible for ensuring that returning employees receive any new or revised human resources policies and for ensuring that the employees sign a new *Employee Acknowledgement of Receipt* form if the new or revised policy requires an acknowledgement of receipt. The employing agency will keep the original signed form on file. BPROS does not require a copy.

Employees who return from a leave of absence and had benefits coverage discontinued after 30 days of absence must re-enroll in their benefits within 30 days of their return or be automatically assigned default coverage enrolled in the KingCare<sup>SM</sup> medical plan.

**Requests for an exemption from NEO:**

Requests for an exemption from NEO may be submitted to the BPROS NEO Coordinator. All exemptions are reviewed by the NEO Coordinator on a case-by-case basis.

**QUESTIONS/COMMENTS:**

For more information, call 206-684-1556 (711 TTY). Information is also provided online at <http://www.kingcounty.gov/employees/benefits>.

The following table may be used as a guide to determine when a new employee is required to attend a NEO class, and if the employee is required to do so, which half of the NEO class is mandatory.

Status	Attend NEO 1 <sup>st</sup> Half	Attend NEO 2 <sup>nd</sup> Half	Comments
Employee is new to King County and is not benefit-eligible	Yes	No	
Employee is new to King County and is eligible for health benefits only	Yes	Yes	In 2 <sup>nd</sup> half, attend deferred compensation and health benefits orientation only. Must stay until 1:00 p.m.
Employee is new to King County and is eligible for retirement only	Yes	Yes	In 2 <sup>nd</sup> half, attend retirement orientation only. May leave at about 11:20 a.m.
Employee is new to King County and is eligible for health benefits and retirement	Yes	Yes	
Employee transfers to a different department or position <u>without a break in service</u> and with no change in benefits	No	No	May include employees who change from TLT to Regular Career Service.
Employee has been employed with no benefits and already attended the 1 <sup>st</sup> half of NEO, but is now eligible for retirement and/or health benefits (no break in service)	No	Yes	Must attend within 7 days of becoming benefits-eligible.
Previous employee is re-hired into a benefits-eligible position	See note	See note	If the employee's break in service was less than a year but more than 30 days, they need to re-enroll in benefits within 30 days of their hire date and should attend Part 2 of NEO (10:45 – 1:00 p.m.)  If they were not eligible for benefits in their previous position, they must attend the 2 <sup>nd</sup> Half to enroll.
Previous employee is re-hired into a position that is not benefits-eligible	See note	See note	If the employee's break in service was less than a year, they do not need to attend Part 1 of NEO (9:00 – 10:30)
Retiree returns to work and is eligible for benefits	See note	See note	If the retiree's break in service was less than a year, they are not required to attend Part 1 of NEO, but would need to attend Part 2 to enroll in benefits.
Retiree returns to work, but is not eligible for benefits	See note	See note	If the employee's break in service was less than a year,

			they do not need to attend Part 1 of NEO.
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If specific hiring scenarios are not described in this table, contact the BPROS NEO Coordinator at 206-684-1556 to discuss registration requirements.