



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/2/2014

Agenda Placement: 4A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Suzanne Mason - Director  
Human Resources  
**REPORT BY:** Sandra Canchola, Human Resources Serv Spec - 253-4488  
**SUBJECT:** Introduction of New Employees

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### **RECOMMENDATION**

Director of Human Resources to introduce new County employees.

### **EXECUTIVE SUMMARY**

"OnBoarding" is the process of successfully integrating newly hired employees into the organization so that they quickly become productive and committed staff members. Napa County offers this two-part County-wide program for all new employees. Part two of this program is an Orientation program, offered once a month, which includes an introduction of the past month's newly hired employees to your Board.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Napa County introduced the OnBoarding program for new employees in February, 2008. "OnBoarding" is the process of successfully integrating newly hired employees into the organization so that they quickly become productive and committed staff members. This two-part County-wide program is offered for all new employees. Part one, Enrollment, is offered biweekly and walks new employees through required paperwork processing, fingerprinting and technology training. Part two, Orientation, is offered monthly and includes an overview of Napa County government, expectations of County employees and an introduction to your Board.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi