



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 2/2/2016

Agenda Placement: 4A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Heather Ruiz - Director  
Human Resources  
**REPORT BY:** Janis Serrano, Office Assistant II - 707-253-4303  
**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 to all new employees. Part two of this program is an orientation program, offered once a month, that 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 to 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: Molly Rattigan