



Agenda Date: 4/1/2008  
Agenda Placement: 4B

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Willihnganz for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Meg Price, Training and Organizational Development Officer - 299-1480  
**SUBJECT:** Introduction of New Employees

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### **RECOMMENDATION**

Human Resources Director to introduce new County of Napa 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 now offers a two part countywide program for all new employees. Part two is a monthly Orientation program which includes an introduction 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. A two part countywide program is now offered for all new employees.

Part one is a biweekly Enrollment and part two is a monthly Orientation program. Enrollment walks new employees through required paperwork processing, fingerprinting and technology training. Orientation 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: Karen Collins