

New Bern Parks and Recreation NEW EMPLOYEE ORIENTATION

Item	Employee Initial
Department History	_____
Our Directors	_____
Accreditation	_____
Our Mission	_____
Our Goals and Objectives	_____
The Community we Serve	_____
Key Staff & Responsibilities	_____
Administration Information	_____
• Hours of Operation	_____
• Address	_____
• Phone	_____
• Websites	_____
• Social Media	_____
• Rec Desk	_____
• Parks and Recreation Facilities	_____
Facility Rentals	_____
Special Events in the Park	_____
Youth Athletic Programs	_____
Adult Sports Offered	_____
Special Events Offered	_____
Keep the Director Informed	_____
The Golden Rules of the Workplace	_____
Workplace Ethics	_____
General Expectations	_____
Reporting to Work on Time	_____
Work Schedule	_____
Overtime	_____
Lunch/Dinner Break	_____
Time Off	_____
Vacation	_____
Appointment	_____
Calling Out	_____
Inclement Weather	_____
Dress Code	_____
Parking	_____
Alarms/Passcodes	_____
Keys	_____
Office	_____
Phone Use	_____

I agree that the items checked have been covered during this policy review. I understand that it is my responsibility to adhere to these guidelines.

Employee Name

Date

4.1.7 – P&R Orientation Checklist

Emergency Action Plan

- Hazardous Material Spills _____
- Fire Emergency Procedures _____
- Tornado _____
- Theft _____
- Armed Robbery _____
- Bomb Threat _____
- Building Evacuation _____

I agree that the items checked have been covered during this policy review. I understand that it is my responsibility to adhere to these guidelines.

Employee Name

Date