

TYLER COUNTY POLICY: GAP

CLASSIFIED SERVICE PERSONNEL ORIENTATION

The immediate supervisor shall have the responsibility of acquainting new employees with the operational policies, job requirements, county organizational structure, evaluation process, and pertinent county policies and procedures.

The Central Office payroll department shall inform new employees of their benefits, insurance options, pay procedures, and salary information, and shall assist new personnel in completing all required forms.

REFERENCE:

DATE: 10/1/18, 3/02/15, 4/2/07, 4/1/96