



Welcome to the County of Fresno



NAME:

JOB TITLE:

DEPARTMENT:

SUPERVISOR NAME:

ONBOARDING DATES:

&

TIME:

**Location: Fresno County Plaza Building
2220 Tulare Street, Fresno, CA
Plaza Training Room (Lower Level)**

The Department of Human Resources welcomes you to the County of Fresno. We are pleased that you have selected the County as your employer of choice. Now that you are part of our team, it's time to get you onboard! We have designed an onboarding program to help inform you about what to expect as a new employee during your first day, week, month and year of employment. You have been scheduled to attend New Employee Onboarding, which begins promptly at **8:00 a.m.** on the date listed above.

Your attendance is mandatory.

As this is your first day on the job, the County of Fresno's expectation is that you will arrive early, dress professionally and come prepared to participate and learn about your new employer. Business casual is appropriate for day one and the specific dress code for your department is appropriate for day two.

New Employee Onboarding consists of the following:

- Basic County policies and procedures ranging from County structure to vacation and sick leave
- Employee benefits including health insurance, life insurance, retirement, & enrollment deadlines
- Several training modules that provides information on County expectations

To enroll dependents on your health insurance you must provide the following to Employee Benefits within 2 weeks from your start date:

Qualified Dependents	Required Information/Document(s)
Spouse	Spouse's Social Security Number and a certified copy of the Marriage Certificate
Registered Domestic Partner	Domestic Partner's Social Security Number and the Declaration of Partnership filed with the California Secretary of State, or a certified copy of the Marriage Certificate
Child	Child's Social Security Number and a certified copy of the Birth Certificate
Step-child	Child's Social Security Number, a certified copy of the Birth Certificate, and a Certified copy of the Marriage Certificate
Legal adoption or permanent guardianship	Child's Social Security Number and a copy of the court document (<u>must</u> include the residing judge's signature and court seal)

All new employees, as well as those who are reinstatements or are going from an extra-help to a permanent position, are required to attend New Employee Onboarding.

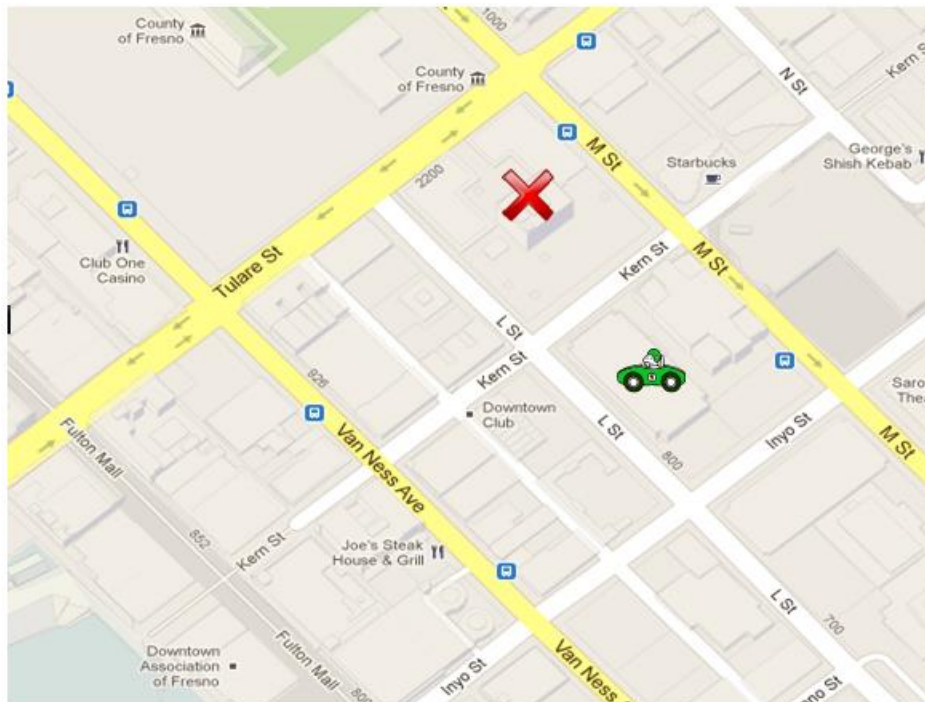
Onboarding is mandatory and you are required to **be on time** each day. **If you are late, you may not be admitted to the training, which may impact your employment date with the County.** Your Department may be notified if you return late from breaks or are being disruptive during any of the training sessions (e.g. texting on cell phones, side conversations, etc.). If you are late or miss any portion of the training, you will be rescheduled to make up the missed training.


If you have any questions or concerns, please call Employee Benefits at 600-1810 or e-mail HRBenefits@co.fresno.ca.us. You may also preview benefits information at www.co.fresno.ca.us by clicking on Departments, Human Resources, Employee Benefits, Health Plans.

PARKING FOR NEW EMPLOYEE onboarding AT COUNTY PLAZA BUILDING:

Training is at the County Plaza Building. You may park at the M.L. Street Properties parking garage (enter off of "L" Street between Kern and Inyo in downtown Fresno). They offer two-day parking for New Employee Training at a **cost of \$9.00** for both days (paid in **CASH** or **CREDIT CARD** the first day). **DO NOT** use parking meters during New Employee Onboarding.

See attached Parking Permit.



 – County Plaza

 – Parking Garage

L St & Inyo Parking Garage

2-Day Parking Permit

Parking garage is located at:

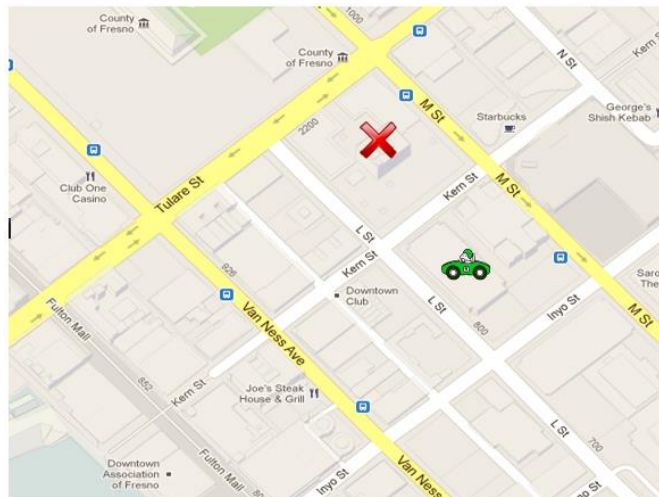
850 L Street, Fresno CA 93721 (Between Inyo & Kern Streets)

Please place ticket on the dash of your vehicle while parked in the parking garage

THIS CONTRACT LIMITS OUR LIABILITY – PLEASE REVIEW THE TERMS

This permit is your only contract. It licenses you to park and lock one vehicle in a designated area at your sole risk and at the negotiated rate of \$9.00 for Monday and Tuesday (or Tuesday and Wednesday if Monday is a holiday) during Fresno County's NEW EMPLOYEE ONBOARDING events. M. L. Street Properties does not guard or assume care, custody or control of your vehicle or its contents and is not responsible for fire, theft, damage or loss. Only a license to park is granted hereby and no bailment is created. Cars left over 30 days may be impounded at owner's expense. This is your entire contract and no employee may modify or waive any of its terms. Parking fees are non-refundable. By your acceptance of it you agree to all foregoing terms.

M L STREET PROPERTIES
(559) 268-6090



 – County Plaza

 – Parking Garage