

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

EMPLOYEE ORIENTATION

POLICY NO.

2.9

EFFECTIVE:

01/02/2024

A. Completion of Required Personnel Forms

1. Employees who are eligible for fringe benefits must complete enrollment forms relating to certain mandatory and elective benefit programs.
2. Employees shall be provided a reference link to the County's personnel policies and acknowledge receipt by completing an acknowledgement form.
3. Each department shall be responsible for conducting an on-the-job training program for each new employee, which shall cover the employee's work environment, position responsibilities and duties, work schedule, safety requirements and application of the County's personnel policies and departmental policies to the position involved.