

NEW HIRE ORIENTATION CERTIFICATE OF ATTENDANCE

Name: _____
(PRINT)

Department: _____

On _____, the above referenced employee attended the City of Montgomery New Employee Briefing. At this briefing, the employee was instructed on the following items and was given the opportunity to ask questions regarding these items:

- Employee Handbook
- Montgomery City-County Personnel Board (includes: FMLA)
- Equal Employment Opportunity
- Ethical Behavior
- Disability Accommodation
- Rights of Review and Appeal
- City of Montgomery Workplace Harassment Policy
- Work Hours, Leave and Holidays
- Drug and Alcohol Abuse Policy
- Occupational Safety Health
- Worker's Compensation
- Health and Life Insurance Benefits
- Wellness Program

Employee Signature

Date

Online Orientation Video

Briefing Representative

SUBMIT SIGNED FORMS TO BENEFITS@MONTGOMERYAL.GOV



Training Module/Class: **New Employee Orientation**

Date of Attendance: _____

I confirm that I attended the New Employee Orientation class. I acknowledge that I received training regarding the prevention of harassment and discrimination as well as the Montgomery City-County Personnel Board Rules and Regulations. I listened, read, and understood the training, and I understand that as an employee, it is my responsibility to abide by the principles explained in this training.

If I have questions about the training, materials presented, or Montgomery City-County Personnel Board Rules and Regulations, I understand it is my responsibility to seek clarification from the Personnel Department. I understand that if I have any questions that were not addressed in the training or if I encounter any problems, I can contact the Personnel Department.

Employee (Print) _____

Employee (Signature) _____

Department _____

Date _____