



HUMAN RESOURCES

Welcome to Washoe County

We are pleased that you have selected Washoe County as your employer and welcome you to the team.

Your Department HR Representative is _____ and they will ensure your successful integration into the County by assisting you with completing the required new hire paperwork; signing you up for orientation and mandatory trainings, if applicable; and answering general questions you may have. The goal is to orient you to both your new job and the County.

With this in mind, the following information is provided to familiarize you with the County and to guide you through the onboarding process:

- Welcome letter from County Manager*
- New Employee Orientation Agenda*
- Discrimination, Harassment and Retaliation Policy Training Memo
- New Employee Onboarding Recommendations
- New Employee Safety Orientation Checklist
- New Employee Working at Washoe County
- PERS New Member Booklet*
- County Complex Employee Parking Map
- Risk Management Information: Workers Compensation, Hazard Communication and Personal Property Losses
- Employee Labor Agreement, if applicable-[Labor Units](#)*
- Please refer to the Washoe County Human Resources Policy and Procedures web page for full listing of policies and procedures.

<https://www.washoecounty.us/humanresources/Policies/policiesguidelines.php>

Please sign below to acknowledge receipt of these materials. A copy will be retained in your Personnel file.

Print Name: _____

Signature: _____

Department: _____

Date: _____