

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**ORIENTATION**

**SECTION 2.11  
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- A. Upon appointment, all employees shall receive instruction through the Sandusky County Human Resources Office regarding employee benefits and shall be assisted in completing forms for all applicable benefit plans and other required payroll deductions. Furthermore, each employee shall receive instruction regarding this manual and its contents.
  
- B. Supervisors shall be responsible for continually updating their employees regarding any revisions, deletions, or additions to this manual. Additionally, supervisors shall be responsible for providing instruction regarding such essentials as:
  - 1. the location of the time clocks, tools, supplies, equipment, etc.;
  - 2. general work and policy procedures; and
  - 3. introduction to co-workers and other employees.