



Ottawa County New Employee Orientation Agenda

8:00am Arrive at Human Resources to check in and obtain Employee ID Cards (if necessary). Turn in essential paperwork from Welcome Packet. You may arrive prior to 8:00am to turn in your paperwork.

8:05am – 12:00pm New Employee Orientation is conducted

Topics covered in New Employee Orientation

Welcome and introductions

Ottawa County information activity

Preventing Harassment in the Workplace Training

Ottawa County Policies & Procedures activity

Bloodborne Pathogen Training

Introduction to Employee Portal

Employee Training & Development Information

Explanation of orientation folder contents

Completion of orientation forms

Tour of Fillmore Administration Building

For benefitted employees only:

12:00pm – 1:00pm Lunch

1:00pm – 3:00pm Employee benefits overview and questions


Lunch on Orientation Day

Orientation runs from 8:00am – 12:00pm with a lunch break from 12:00pm – 1:00pm.


You are welcome to bring your lunch and eat in the lunch room with other employees. There are refrigerators onsite to store your lunch, if needed.


We have also enclosed a map with our limited selection of area restaurants if you would prefer to leave during the lunch hour.


Lunchtime Restaurant Options


 Ottawa County Administration Building


 Mancino's Pizza & Grinders: 9 Miles
10 Minutes


 Embassy Bar & Grill: 4.5 Miles
6 Minutes


 Stable Inn: 7 Miles
9 Minutes

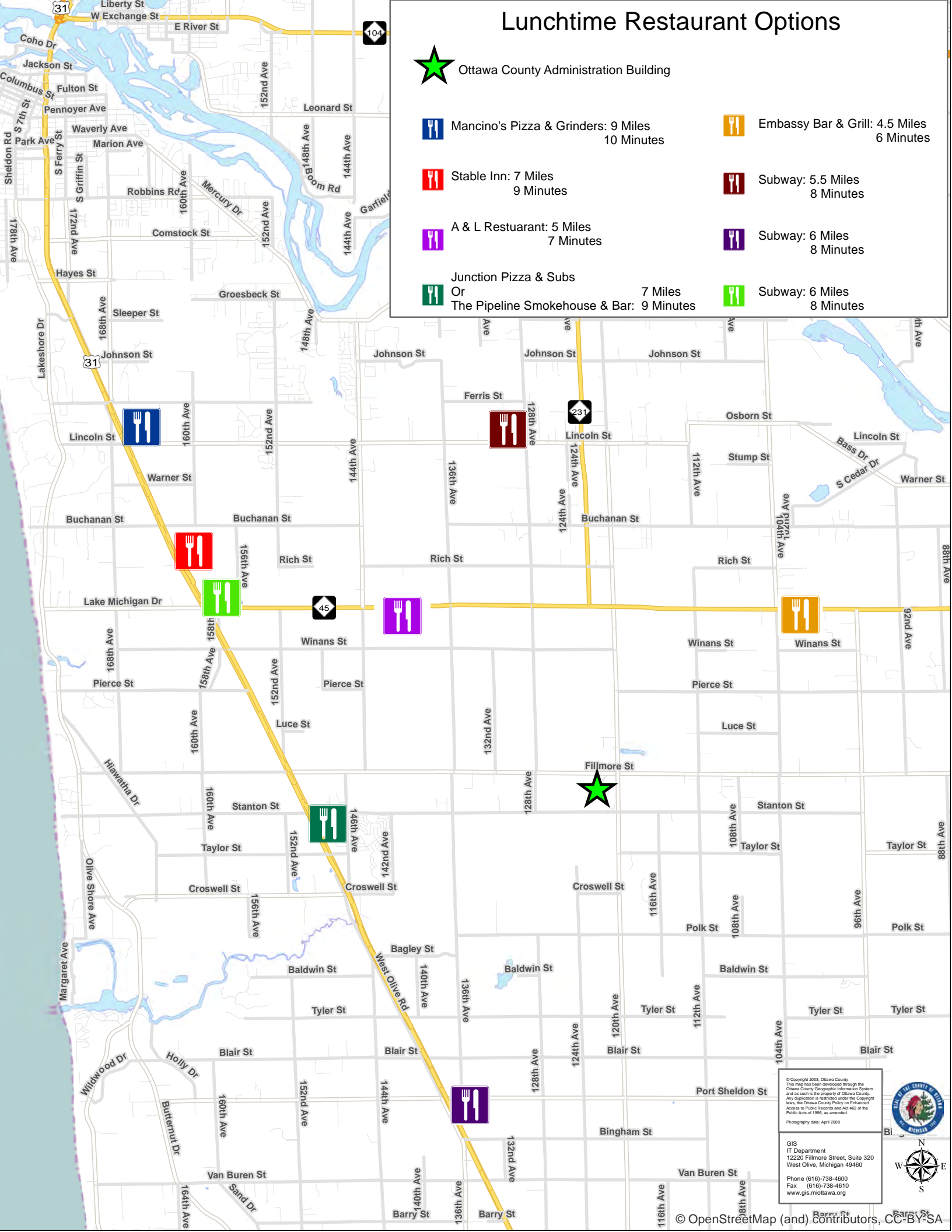
 Subway: 5.5 Miles
8 Minutes

 A & L Restuarant: 5 Miles
7 Minutes

 Subway: 6 Miles
8 Minutes

 Junction Pizza & Subs
Or
The Pipeline Smokehouse & Bar: 7 Miles
9 Minutes

 Subway: 6 Miles
8 Minutes



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Public Acts of 1996, as amended.
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