



HUMAN RESOURCES DEPARTMENT

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Welcome to Sutter County!

The County of Sutter is one of the largest employers in the local community with 19 different departments and over 900 employees. Due to the size and diversity of our work force, and the various policies, rules, regulations, benefits, and other matters of concern to our employees, we have established this new employee orientation program. It is important that you carefully review the enclosed materials and follow the instructions outlined below. Please be sure to ask any questions you may have so that you have a clear understanding of the information being provided. This will also assure that you have a smooth transition as a new employee with Sutter County.

Please read the following instructions carefully.

The Human Resources Department will schedule an orientation session with you, which generally is held during your first two weeks of employment. During that time, you will have the opportunity to view training videos, turn in your "New Employee Orientation Checklist", and receive information regarding the insurance plans and other benefits available to you. **It is important that you have reviewed the materials included in your New Employee Packet and indicate your concurrence with the materials on your checklist, prior to your orientation session.**

You will be provided with comprehensive information regarding the insurance plans during your orientation session. You will have the opportunity to take these materials home with you, discuss them with your family, and then return your enrollment forms to Human Resources. To ensure prompt enrollment in the plans, please return your enrollment forms to Human Resources within one week of your orientation.

Please feel free to raise any questions you have regarding County personnel rules and policies with your immediate supervisor and/or the County Human Resources Department. We look forward to meeting with you at your new employee orientation session.

Sincerely,

Human Resources Department