Policy: The Division will provide a comprehensive orientation for all new employees.

Purpose: To ensure that employees are oriented timely to their new duties, workplaces, coworkers, and relevant policies and procedures in compliance with regulatory and policy requirements, and to facilitate employees' adjustment to their jobs and organizations.

Procedures:

I. Orientation of a new employee is to be accomplished within two weeks from the date of hire, with paperwork required for processing new hires to be submitted to Central Records by their deadline. Orientation shall include an office, agency or facility tour as appropriate; introductions to relevant coworkers and managers; expectations of the position; and a review of required and optional state, division, and agency policies and procedures.

II. Verification of orientation shall be maintained in the employee's agency personnel file using an internal Orientation Check list. The checklist serves to identify the date(s) of the orientation and the name(s) of those orienting the employee. Both the employee and the person(s) providing orientation will sign certifying that the various sections of the orientation have been completed.

III. The checklist shall include, as required or relevant to the agency:

A. Division/agency organization:
- Organization chart(s);
- Facility tour; and
- Introduction to key personnel.

B. Policies & Procedures:
- Probationary period if applicable;
- Work Performance Standards;
- Performance evaluation rating periods;
- Compensation issues including pay progression date and any planned range adjustments;
- Variable Workday Schedule, Election of Compensatory Time, leave provisions; and timesheets;
- Any certification requirements for the job;
- Routine coverage;
- Sign-up for benefits orientation;
- Workplace Safety, on-the-job injury reporting procedures and Early Return to Work Program;
- DHHS Prohibitions & Penalties;
- Grievance procedures;
- Confidentiality requirements;

- Governor's Policy against Sexual Harassment and Discrimination, Division Policy 5.027 Non-Discrimination in Employment;
- Alcohol & Drug-Free Workplace policy;
- Outside employment policy/form;
- Family and dating relationships in line of authority;
- Employee assistance program;
- Provisions for required and elective training;
- Criminal Background Check forms;
- Dress, Grooming, and Public Contact, Division Policy 4.027; and
- Professional Behavior of Division Employees, Division Policy 4.037.

IV. Case Handling, Documentation & Tracking (for direct care employees):

- Client admission & client rights;
- Client assignment & treatment plans;
- Case notes, reviews, terminations, and correspondence;
- Incident reports;
- Data management requirements; and
- Quality assurance and program review procedures.

C. Emergency Procedures: Agency procedures for fire evacuation; health/safety; incidents/accidents; crisis response; and first aid.

IV. Each agency shall develop policies and procedures to implement the provisions of this policy or shall incorporate this policy into the agency policy and procedure manual.

Administrator

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Date Approved by MHDS Commission: