

CORPORATE POLICY

SUBJECT: Induction/Orientation of New Employees	CATEGORY: Human Resources ORIGINAL DATE: November 10, 1996 REVIEWED DATE: March 12, 2018 REVISION DATE: March 28, 2018
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I. POLICY:

All new staff are required to attend and complete orientation beginning on their first day and continuing at scheduled points throughout the first days or weeks of employment. All eligible newly hired employees are required to attend the benefits orientation on their first day of employment.

II. SCOPE:

All Lake County Health Department and Community Health Center employees.

III. PROCEDURE:

- A. Newly hired Regular and Flex status employees attend benefits orientation on their first day of employment.
- B. Human Resources will be responsible for the initial on-boarding of all new employees by reviewing the following topics. A signed copy of the agenda will show proof of attendance.
 1. Organizational Structure
 2. All eligible employee benefits
 3. Computer access
 4. Issuance of Identification Card
 5. Timekeeping/Payroll information
 6. HIPAA and Bloodborne pathogens videos
 7. Policy and Procedure Review
- C. Human Resources and MIS will be responsible for the review and issuance of various personnel policies and procedures and obtaining necessary signed acknowledgements. Acknowledgement of read policies will be placed in the employee's personnel file after 30 days.
- D. Newly hired employees are expected to attend the first agency orientation held after their hire. Agency orientation is held quarterly.
- E. The immediate supervisor and/or other designees are responsible for further orientation and training of the new employee related to his/her job, such as:
 1. Completion of New Hire Checklist within 30 days
 2. Programmatic structure, rules and procedures
 3. Required Trainings
 4. Fire disaster and safety programs as it relates to the employee's environment.
 5. Training of job duties
 6. Relevant policies and procedures
 7. Review of job description
 8. Competency Assessment (initial and annual)
 9. How position contributes to the achievement of goals and objectives
 10. Individual goals and objectives

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- 11. Work performance expectations
- 12. Employee standards of conduct
- 13. Scheduling One on One supervisory meetings

IV. REFERENCES:

None

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____