

Orientation Plan for New Staff

-Approved
UBOH 01/28/2009
GB 01/29/2009
-Effective 01/28/2005

Audience

This policy applies to all Galveston County Health District employees and staff under contract.

Policy

It is the Health District's policy that each employee and staff under contract be oriented to the organization as a whole, the program or service area, and specifically to his/her job duties within 30-days of employment.

Human Resource Responsibilities

It is the Human Resource Director, or designee's, responsibility to:

- on or before the first day of employment, meet with the new employee to complete mandatory benefit and payroll paperwork;
- conduct a basic orientation, within 30-days of employment, which includes an overview of the organization and Health District policies and procedures; and specific training on sexual harassment, risk/safety, emergency management, computer usage, etc; and
- develop a sample checklist of orientation topics to be considered by Executive Managers and Supervisors.

Executive Manager Responsibilities

It is the Executive Manager's responsibility for assuring that each program or service area under his/her responsibility has an orientation checklist that meets the business needs and requirements of the program or service area.

Program Manager Responsibilities

It is the Program Manager's responsibility to:

- complete a *Staff Inventory Checklist* prior to the employee's date of hire or transfer;
- orient the new employee on program or service area specific policies and/or procedures;
- submit, within 30-days, written verification to Human Resources that the employee has completed the orientation and the date the orientation was completed (this can be in email format or a copy of the checklist forwarded to Human Resources for inclusion into the employee's personnel file)

Violation

Violation of this policy may result in appropriate corrective disciplinary action, up to and including suspension, probation, or dismissal.
