

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: New Employee Orientation Attendance

PROCEDURE NO: HR 700.10

REPLACES: PL.10

PAGE(S): 1

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PURPOSE:

New Employee Orientation is an important part of welcoming our staff. It provides necessary information and has been shown to reduce staff turnover. All new staff are required to attend Orientation as soon as possible after hire. Supervisors are encouraged to schedule employees immediately to the next scheduled orientation. If this is not possible, the following policy should be followed.

POLICY:

- Human Resources will provide a schedule of Orientation sessions to supervisors.
- Upon hire, staff shall be scheduled to attend the next Orientation session.
- If the next Orientation is more than 10 days from date of hire, supervisor will review Safety Policy, Workers Compensation Procedures, HIPAA and Corporate Compliance overview.
- Staff who fail to attend one of the two Orientation sessions scheduled after their hire (generally 60 days), shall be removed from the work schedule and shall not be permitted to work until Orientation is completed.
- A videotaped copy of the Orientation will be made available for situations where supervisors determine that the employee cannot attend within 60 days. This alternative is not preferred and is for special cases only. Supervisors must consult with Human Resources in these situations.