

Training & Performance

Policy & Procedures



NEW HIRE ORIENTATION POLICY

All employees* are required to attend a full day agency orientation within 90 days of hire.

*Rehired employees are exempt from the full-day requirement if the gap between OCO employments is 6 months or less. A review of the rehire's training record will be necessary to determine if he/she must attend any of the mandated training units that are conducted during the afternoon sessions. *(Example - if a rehire has not completed a Diversity, Exposure Control, HIPAA, or Right To Know update within the past 12 months, he/she will need to attend the afternoon portion of Orientation to satisfy those annual training requirements)*

New Hire Orientation is scheduled on the second Wednesday of every month.

Employees are scheduled and notified of their orientation date, based on their date of hire. (No need to sign up!) Immediate supervisors receive a courtesy notification, to assist with planning work schedules for the week of Orientation.

Special accommodations

Where circumstances prevent an employee from attending the scheduled session, he/she will be scheduled for the next Orientation date.

Employees who, because of schedule limitations (work another job/attend school), cannot attend a full day session may split the requirement into two half-day sessions over a two-month period. Please contact the Training Specialist in advance to request special accommodations.

New Hire Orientation is a Non-Negotiable Agency Standard

Mandated OSHA training (Exposure Control and Right To Know), as well as other regulatory mandates pertaining to HIPAA, Child Abuse Reporting, and Equal Employment Opportunity, occur during New Hire Orientation. Policies and reference tools are thoroughly reviewed and copies are distributed to each New Hire. Additionally, individual sign-offs acknowledging receipt of these materials are obtained from each New Hire.

Attending an Annual Update is not an acceptable substitute for attending New Hire Orientation, as these update sessions do not follow a standard curriculum, nor are individual sign-offs/acknowledgments obtained or even required.

Consequences for Non-compliance

Employees who do not complete New Hire Orientation within 90 days of hire are out of compliance and may place the agency at risk; therefore, they will be removed from the work schedule until they have satisfied the training requirement. This means that they could be off the schedule for a full month, until the next Orientation session is presented.

(Reviewed 9/2006)