

ORIENTATION**Appendix B****Effective Date: October 15, 2015****Approved By: Governing Board****PROCEDURE:****Human Resources Director**

The Human Resources Director will assist the new employee with the completion of all appropriate forms in the Orientation Packet and will have the employee sign an acknowledgment as to where to find all Personnel Policies and Procedures and will give each new employee an Agency Brochure.

Program Director or Supervisory Designee

The Program Director or Supervisory Designee will be responsible for completing the Change of Status, Employment Offer and Orientation as well as acquainting the new employee with their specific job responsibilities as described in the job description and an overview of the agency in general. The Program Director or Supervisory Designee will contact the Employee Benefits/Accounting Coordinator to set up a time for the new employee to fill out required employee forms.

Orientation Session

The Employee Orientation reflects on the purposes of Employee Orientation, which includes the history, programs, relationships, and mission of the organization and how each plays a vital role in the success of the organization. Once developed an orientation video will be provided by Program Directors or their designee at the time of employee enrollment.

RESPONSIBILITIES:**Program Director:**

1. Change of Status for new employee
2. Employment Offer
3. Orientation and Review of Organization
4. Job Description
5. Contacting the Human Resources Director to set up time for filling out required employee forms

Human Resources Director:

1. Acknowledgement of Personnel Policies and Procedures
2. Handout Agency Brochure
3. Assist with completing Federal Tax Form (Form W-4)
4. Assist with completing State Tax Form (Form IT-4)
5. Assist with completing Local Income Tax Forms
6. Assist with completing Employment Eligibility Verification Form (I-9)
7. Assist with completing Crisis Fund Donation Form
8. Assist with completing Payroll Deduction Form
9. Assist with completing Health Insurance Forms

10. Assist with completing Waiver of Health Insurance Form if applicable
11. Assist with completing Flexible Spending Account Forms
12. Assist with completing Direct Deposit Information Forms
13. Assist with completing New Hire Reporting Form
14. Sign off sheet for receiving copy of Occupational Health and Safety Procedure
15. Sign off sheet for Confidential Client Information Procedure
16. Sign off sheet for Conflict of Interest Questionnaire
17. Sign off sheet for Authorization to Obtain Driving Record
18. Complete BCII check at request of Program Director