



**Department of Health and Human Services
Office of the Commissioner
Policy and Procedure Statement**

Policy # DHHS-26-06

Issue Date: 2/15/06
Revised Date:

I. SUBJECT

New Employee Orientation Training

II. POLICY STATEMENT

Title V MRSA, Section 7068 requires that all newly hired State employees attend an orientation training session that includes an explanation of employee benefit programs within the first six months of employment.

Supervisors will ensure the enrollment and attendance of all new employees hired by DHHS as soon as possible following employment but no later than the employee's first six months of employment.

III. RATIONALE

Familiarization with the Department's, mission, vision, and values, as well as organizational structure and operating protocols and policies are important to employees' understanding of their roles and responsibilities within the organization. Consequently, in addition to job orientation and training that will commence on the first day of employment, newly hired employees will be provided with Department specific training in a structured orientation program as soon as possible during the first six months of their employment.

IV. PROCEDURE STATEMENT

The Director, Staff Development and Training is responsible for the overall coordination of New Employee Orientation. The Director's duties will include the following:

- Serve as liaison between the Department and the Bureau of Human Resources.
- Develop, submit and update the Department's plan to the Bureau of Human Resources.
- Assure that orientation curriculum is continuously updated and consistent with federal and State law.
- Document attendance at New Employee Orientation and maintain appropriate records.
- Coordinate presenters of orientation material and maintain communication network to constantly update curriculum.
- Schedule regular orientation programs and additional sessions as necessary to meet policy requirements.

- Obtain names and work locations of newly hired employees.
- Notify employees and their supervisors of dates, times, locations, and scheduled attendance.
- Notify appropriate bargaining representatives of scheduled orientation sessions.

V. DISTRIBUTION

All staff

February 15, 2006

Effective Date

Brenda M. Harvey
Acting Commissioner