

STATE OF MAINE
BUREAU OF HUMAN RESOURCES

September 1, 1987

Civil Service Bulletin 16.1

To: All Agency/Department Heads/Personnel Officers

Subject: New Employee Orientation

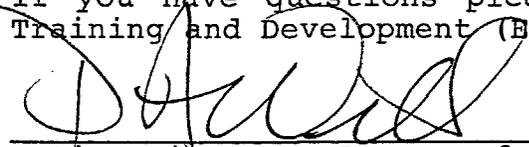
References: 5 M.R.S.A. c. 372, Sec. 7068 Obligation to Inform Employee

Purpose: To establish guidelines and registration procedures for the orientation of new employees as required by the referred law.

1. Each new employee shall attend an orientation workshop sponsored by the Bureau of Human Resources during the first six months of State employment. These programs include information on the nature and costs of benefits available to State employees and other information concerning State employment. Appointing authorities in each agency are responsible for the attendance of newly hired employees.
2. The registration procedure for the New Employee Orientation is as follows:
 - a) A schedule of workshops and registration deadlines is included in each State Training and Development catalog issued to Personnel Officers.
 - b) Each month agency Personnel Officers will be provided with a computer listing of newly hired employees, which will supplement agency records.
 - c) To register employees, agencies must complete a New Employee Orientation Registration Form (attached) and return it to Training and Development by the deadline listed in the Training Catalog. (It is important that all data requested on this form be provided as it will be used to record attendance in the employee's permanent file.)
 - d) Agency Personnel Officers will be provided with confirmation of employee registration.
 - e) Agency Personnel Officers will be provided with a report on employee attendance after each program.
 - f) Agencies will be billed for each registrant. Participant fees are indicated on the Agency Orientation Registration List form. (Current form attached.)

3. Agencies may apply to the Bureau of Human Resources, State Training & Development for approval to conduct on-site orientation programs which comply with the requirements of 5 M.R.S.A. c. 372, Sec. 7068.

If you have questions please contact the Director of State Training and Development (Elaine Trubee) at 289-4400.



Acting Director, Bureau of Human Resources

Attachment

AGENCY REGISTRATION LIST
 FOR NEW EMPLOYEE ORIENTATION
 (For Dept. Personnel Officer Use Only)

* Time: 9:00 a.m. to noon
 Registration 8:45 - 9:00

* Program Date _____
 (Please indicate)

Fee: \$10.00

Return by catalog deadline date to:

Training & Development Div.
 State House Station #4
 Augusta, Maine 04333
 289-4400

Department _____ DPO - (Please print or type) _____ Telephone Number _____

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Employee Name	Worksite address	Social Security #	Bargaining Unit	Date of Hire
** 1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____

* Time & date will be as indicated unless you are notified otherwise.

** DO NOT USE: FOR BUREAU OF HUMAN RESOURCES USE ONLY

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 Authorizing Signature