

POLICY TITLE: NEW EMPLOYEE ORIENTATION		PAGE 1 OF 1
POLICY NUMBER: 3.6		
CHAPTER 3: PERSONNEL		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by: <u><i>Martin Magnusson</i></u> Signature of Commissioner	PROFESSIONAL STANDARDS: See Section VII
EFFECTIVE DATE: December 15, 2003	LATEST REVISION: September 10, 2010	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections and the State of Maine that all new employees, within the first three (3) months of hire, attend an orientation session and receive information on the nature and costs of statewide benefits, as well as circumstances and conditions by which benefit eligibility may change.

IV. CONTENTS

Procedure A: Attendance

V. ATTACHMENTS

Civil Service Bulletin

VI. PROCEDURES

Procedure A: Attendance at Employee Orientation

Personnel Officers, or designees, shall assure that all employees attend a new employee orientation program within three (3) months of their initial hire.

VII. PROFESSIONAL STANDARDS: None

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