

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-010

SUBJECT: Employee Orientation

EFFECTIVE DATE: April 1987

Policy:

It is the policy of Cottonwood, Inc. to conduct orientation for new employees, to complete necessary initial paperwork for their personnel file, familiarize employees with the organization, enable them to learn their assigned job and develop the skills required for efficient job performance. Employees will also be oriented to their new job responsibilities and environment when moving to a new position within the organization. This orientation will be the responsibility of the employee's new supervisor.

Procedures:

1. On the first day of employment, all new employees must have an appointment with Human Resources or, in his/her absence, with the employee's immediate supervisor. To this appointment, the new employee must bring their valid driver's license or state issued ID and another acceptable document as listed in List A or List C of Form I-9. They must also have proof of adequate insurance prior to operating their private vehicle on agency business. It is the responsibility of the hiring supervisor to see that these documents accompany the new employee to this appointment. At this time, the necessary paperwork will be completed for the employees file, a copy of the Personnel Handbook will be given to the employee, and required videos will be shown including the Vehicle Safety video.
2. The new employee will then meet with his/her immediate supervisor to study and review Cottonwood, Inc.'s policies and procedures and training manuals.
3. Job specific training will then be assigned and supervised by the immediate supervisor; including careful review of the position Job Description, work scheduling, emergency procedures, and routines to be followed on the job. The initial training outlined in steps #2 and #3 will be documented as per department practice.
4. Within 10 days of employment, all new employees, will keep their scheduled appointment with the Cottonwood, Inc. nurse to receive additional training and to discuss any questions about Hepatitis B/Bloodborne Pathogens, and to either begin their vaccination series or sign a Declination form as outlined in Policy #03-040.