

Document Type:¹ Policy & Procedure Process Guideline Plan System Description

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Document Scope: (applies to Policy & Procedure only)

- X – The requirements herein apply only to the GCBH Central Office and its functions.
- The requirements herein apply, verbatim, to GCBH and its network providers².
- The requirements herein apply both to GCBH and its network providers². Additionally, network providers must have internal documents outlining their processes for implementing the requirements, insofar as they relate to actions for which network providers are responsible.

PURPOSE: To define the orientation content and process for new employees.

DEFINITIONS

I. None

POLICY

- A. Within the first week of employment, new employees are oriented to the content areas defined below.
- B. In addition to orientation to the general organizational processes identified below, new employees are provided job descriptions for the positions to which they are hired, and receive support and instruction, as needed, to achieve an understanding of their responsibilities.

PROCEDURE

1. The following areas of discussion are reviewed with new employees and attested to by signature on an Employee Orientation Checklist, confirming receipt and/or understanding of the following:
 - 1.1. Introductions;
 - 1.2. History and background of the organization:
 - 1.2.1. Discussions around agency philosophy, values and purpose;
 - 1.2.2. Review of Recovery and Resilience in terms of how it applies to the workplace; and
 - 1.2.3. What is meant by GCBH customer service as it applies to all employees
 - 1.3. Receipt of GCBH Employee Handbook;
 - 1.4. Office tour;
 - 1.5. Parking arrangements, etc.;
 - 1.6. Work and lunch schedules;
 - 1.7. Exempt or non-exempt position;
 - 1.8. Overtime or unusual work requirements;

- 1.9. Salary scale and step advancement;
 - 1.10. Payroll process;
 - 1.11. Insurance and benefit programs;
 - 1.12. Who and when to call in case of absenteeism, late arrivals, or illness;
 - 1.13. Health Insurance Portability & Accountability Act (HIPAA) Training and exam;
 - 1.14. Fraud and Abuse Training and exam;
 - 1.15. Safety Training; and
 - 1.16. GCBH as an "At Will" employer.
2. The Employee Orientation Checklist is filed in each employee's personnel file.

APPROVAL

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03/28/12

Reviewed without revisions