

# MENNONITE VILLAGE POLICY & PROCEDURE

---

**TITLE:** New Employee Orientation Attendance

**PROCEDURE NO:** HR 700.10

**REPLACES:** PL.10

**PAGE(S):** 1

**PREPARED BY:** Carol Jensen

**DATE:** 1/03

---

## **PURPOSE:**

New Employee Orientation is an important part of welcoming our staff. It provides necessary information and has been shown to reduce staff turnover. All new staff are required to complete Orientation as soon as possible after hire. Supervisors are encouraged to work with new hires to make sure they complete the on-line program in a timely manner. Employees are paid for up to 4 hours for the time it takes to complete the on-line training.

## **POLICY:**

1. Human Resources will provide the employee with their new employee orientation packet at the time of hire.
2. Once employees are set up in PowerDMS they will get added to the New Employee Orientation training program and sent an invite.
3. If a new employee has not completed the program at the end of 30 days HR will send out an email to the designated department supervisor/trainer. The supervisor will have 30 days left to get the employee to finish the training or they may need to be removed from the schedule until completed.
4. Once the employee or supervisor has turned in the appropriate signed forms showing they have completed the training, Human Resources will mark them off as passed and issue the certificate of completion. Signed forms will be placed in the employee personnel file.