

CHAPTER Human Resources	CHAPTER 05	SECTION 001	SUBJECT 155
SECTION Personnel		DESCRIPTION Employee Orientation	
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APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) provides a new hire orientation to all new employees.

STANDARDS:

- A. The Human Resources staff ensures all relevant documents are secured in the personnel file.
- B. In-person and online training is provided to include those elements mandated by the LCCMH Training Grid, Federal, State and local law, and accrediting bodies.

PROCEDURES:

- A. The orientation will include site-specific subjects and introduction to LCCMH and staff.
- B. Orientation is provided to all full and part-time clinical, paraprofessional, support staff and contractual staff.
- C. The Human Resources department will provide new employees with a prepared copy of LCCMH Form #293 New Hire Orientation Checklist.

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- D. Staff are responsible for completing the tasks and returning LCCMH Form #293 New Hire Orientation Checklist to their supervisor when completed, no later than 90 days after hire.

REFERENCES:

LCCMH Policy 05.001.150 New Employee Procedures
LCCMH Training Grid
LCCMH New Hire Orientation Checklist Form #293

AM:lr/rb

This policy supersedes
#11/05032 dated 11/02/2005.
