

# PERSONNEL 3.0

## Employee Practices -- 3.7

### Orientation of New Employees -- 3.7.c

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#### **POLICY**

An orientation will be provided to all new state employees in the Bureau of Health Services within thirty (30) days of their hire or report to work date.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To enable employees to obtain information related to job performance, benefits and their role in helping the Bureau of Health Services fulfill its overall mission.

#### **PROCEDURE**

Orientation for all new Central Office employees will be conducted as needed by the Personnel Officer in each Section of the Bureau of Health Services. Regional staff in charge of personnel matters are responsible for conducting orientation classes for new county and regional staff every month, or when necessary, using material developed by the Division of Human Resources Content of the orientation will include information on:

1. Material contained in the New Employee Information Package. This package of information is distributed to new employees by the Human Resources Division of the Department of Health.
2. State personnel policies.
3. Employee benefits.

Each new employee in the Central Office, Regional Office, and Local Health Department should also receive an orientation to the Bureau of Health Services. Depending upon the actual location of the new employee, it will be the responsibility of the Regional Director, Section Chief, or their designee, to ensure that each new employee receives information on:

1. Detailed description of the divisions, sections and programs within the Bureau of Health Services and the services provided by each.
2. The relationship between the Central Office, Regional Offices and Local Health Departments and the overall mission of the Bureau of Health Services.
3. Policies and procedures of the Bureau of Health Services, as well as specific program policies.
4. Employee confidentiality requirements.
5. Quality Management standards and other specific program standards.

**OFFICE OF PRIMARY RESPONSIBILITY**

Office of Human Resources, Department of Health, (615)741-7305