

**PURPOSE:**

To describe the process for introducing new employees to the workplace.

**SCOPE:**

Applies to all bargaining units.

**PROCEDURE AND RESPONSIBILITIES:**

*Personnel:*

Personnel shall schedule all newly hired employees to report to the Personnel Department, no later than the end of their first week of employment, for the completion of new hire paperwork and benefits orientation.

Personnel shall ensure that, if physical, fingerprint, or other clearances have not been received, the newly hired employee signs the appropriate waiver(s) before they begin work.

Personnel shall document on the New Hire Checklist the areas which have been covered with the employee. Should items, such as physical, not have been cleared, Personnel shall notify the department once these items have been cleared. The Department shall note the clearance date on the checklist.

Personnel shall indicate on the New Hire Checklist any required forms which have not yet been completed.

*Employee:*

The employee shall take the New Hire Checklist to his/her Supervisor (Training and Organizational Development for newly hired Operators).

The employee shall complete all forms completely and accurately and submit them within the required deadline.

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New Hire Processing, Continued*Department:*

The Supervisor shall cover the areas indicated on the New Hire Checklist with the employee. The Supervisor shall ensure that any required forms (e.g. health plan enrollment forms) which have not already been completed are completed and returned to Personnel. Once the Supervisor has covered all areas with the employee and all required forms and actions have been completed, the Checklist shall be returned to Personnel for filing in the employee's personnel file.

The Supervisor shall take the employee on a tour of the facility and introduce the employee to co-workers.

The Supervisor shall arrange for the employee to receive an identification card. The Division Director shall indicate the buildings and hours of access the employee shall be permitted.

The Supervisor shall arrange for any necessary computer access. The Division Director shall indicate the computer programs and level of security the employee shall receive, subject to approval by the appropriate departments (e.g. Payroll and Personnel authorize access to the payroll/personnel system). The employee shall complete a Computer User's Code of Responsibility acknowledgment.

The supervisor shall ensure that the employee attends orientation and shall indicate the date the employee attends orientation on the checklist.

The Division Director shall indicate on the Outside Employment Statement whether the outside employment activities are acceptable. The form shall be forwarded to Personnel for review. Should there be an issue with the outside employment, the Personnel Manager shall review and resolve this issue with the Division Director. The completed form shall be filed in the employee's personnel file. A copy shall be retained in the department file.

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*Organizational Development And Training:*

During the orientation program the employee shall be provided with general information regarding VTA and shall receive all required training, including but not limited to, substance abuse training. Organizational Development and Training shall ensure that this training is documented in the employee's personnel file and training records.