Standard Operating Procedure

Employee Onboarding

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Approved By:	Director of Human Resources

1. Purpose

This Standard Operating Procedure establishes the protocol for onboarding new employees to ensure a smooth transition into the organization and compliance with all company policies and procedures.

2. Scope

This procedure applies to all new full-time and part-time employees joining the organization, regardless of position or department.

3. Work Schedule and Compensation

3.1 Standard Work Hours

- Regular office hours are 8:00 AM to 5:00 PM, Monday through Friday
- Employees are entitled to one hour lunch break (unpaid)
- Total work week equals 40 hours

3.2 Pay Schedule

- Employees are paid twice monthly on the 15th and last day of each month
- If payday falls on a weekend or holiday, payment will be issued the preceding business day
- Direct deposit is required for all employees; forms must be completed during orientation

4. Time Tracking Requirements

All employees must accurately record their work hours using the company’s designated time tracking system.

- Hours must be submitted weekly through the WorkTime Pro application
- Time entries are due every Friday by 5:00 PM for the preceding work week

- Employees must log actual start time, end time, and any break periods
- Supervisors will review and approve time entries by Monday at 12:00 PM
- Failure to submit timely entries may result in delayed payment

5. Leave Policies

5.1 Sick Leave

- All employees receive 80 hours (2 weeks) of paid sick leave annually
- Sick leave accrues from the first day of employment
- Unused sick leave may roll over up to 40 hours per year
- Sick leave may be used for personal illness, medical appointments, or caring for immediate family members
- Employees must notify their supervisor as soon as possible when taking sick leave

5.2 Vacation Leave

- All employees receive 80 hours (2 weeks) of paid vacation leave annually
- Vacation time begins accruing after 90 days of employment
- Vacation requests must be submitted at least two weeks in advance via the HR portal
- Vacation scheduling is subject to supervisor approval based on operational needs
- Up to 40 hours of unused vacation may be carried over to the following year

6. First Day Orientation

6.1 Pre-Arrival Checklist

HR will complete the following before the employee’s start date:

- Prepare workstation with computer, phone, and necessary supplies
- Create email account and system access credentials
- Prepare orientation packet with company handbook, benefits information, and forms
- Coordinate with IT for equipment setup and training schedule
- Notify department of new employee’s arrival

6.2 First Day Schedule

1. 8:00 AM - Welcome meeting with HR representative
2. 8:30 AM - Complete I-9 employment verification and tax documents
3. 9:00 AM - Review and sign employee handbook acknowledgment
4. 9:30 AM - Benefits enrollment session
5. 10:30 AM - IT orientation and system access setup
6. 11:30 AM - Lunch with supervisor and team members
7. 1:00 PM - Office tour and introductions to key personnel
8. 2:00 PM - Department-specific training begins
9. 4:00 PM - End-of-day check-in with supervisor

7. First Week Training Plan

- Day 2: Company culture, mission, and values presentation
- Day 3: Safety training and emergency procedures
- Day 4: Role-specific responsibilities and expectations
- Day 5: Introduction to key cross-functional partners and systems

8. 30-60-90 Day Check-ins

- 30 Days: Initial performance discussion and goal setting with supervisor
- 60 Days: Mid-probation review and feedback session
- 90 Days: Final probationary review and confirmation of employment status

9. Documentation Requirements

HR must maintain the following documents in the employee's personnel file:

- Completed I-9 form with supporting documentation
- W-4 federal and state tax withholding forms
- Direct deposit authorization
- Signed employee handbook acknowledgment
- Benefits enrollment forms
- Emergency contact information
- Signed job description

10. Responsibilities

Human Resources Department:

- Coordinate all onboarding activities
- Ensure completion of required documentation
- Schedule orientation sessions
- Monitor probationary period milestones

Hiring Manager:

- Prepare workstation and welcome materials
- Conduct role-specific training
- Provide regular feedback during probationary period
- Complete 30-60-90 day evaluations

IT Department:

- Provision all necessary technology and system access
- Conduct technology orientation training
- Provide ongoing technical support