St. Clair County Community Mental Health Employee Orientation Worksheet Clerical

NAME:	TO BE COMPLETED BY:
PROGRAM:	DATE OF HIRE/TRANSFER:
JOB CLASS:	ASSIGNED TO BUDDY (Same Discipline):

Assignment	Required By:	Assigned	Completion Date	Verified (Initials)
 How and when to complete time sheets: Review the Personnel; Work Schedules; Leave time; Overtime; Timecards Policy 06-001-0075 Absenteeism notification 	All			
How and where to get supplies	All			
How lunch hours and breaks are taken	All			
Mileage explained – Review the Travel and Business Reimbursement Policy 07-003-0020: • Copy of mileage chart provided	All			
In depth description of program function	All			
Overview of how this program relates to other programs	All			
Thorough explanation of prioritized Functional Job Task List	All			
Review the Corrective/Disciplinary Action Policy 06-001-0055	All			
 Safety Orientation Orient to building emergency drills/procedures, ie, fire alarm Know locations of fire extinguishers Review emergency exit diagram Know location of first aid kit and personal protective equipment Review the Employee Medical Situations Policy 09-003-0030 Knowledge of process of reporting safety concerns Review the Emergency Procedures Handbook Review the Building Health and Safety Policy 09-001-0005 	All			
Review the Critical Incident Stress Management Plan Policy 06-001-0125	All			
Review the Recipient Rights Policy 05-001-0005	All			
Review the Release of Case Record Information Policy 03-002-0030	All			
Review the Harassment in Workplace Policy 06-001-0105	All			
Review the Cultural Competency Policy 06-002-0010	All			

Assignment	Required By:	Assigned	Completion Date	Verified (Initials)
Review the Employee Performance Review & Development Policy 06-001-0030	All			
Review the Personal Involvement with Person Receiving Services Policy 06-001-0005	All			
Review Telephone Protocol Access to Services 	All			

Policies are located on the CMH Intranet Home Page by clicking on the Policies Index link located on the right side of the screen under Guides and Indexes. You can search for a policy by name or number. By signing this document you confirm you have read and will abide by the guidelines of each policy listed on this document.

Supervisor Signature

Date

Employee Signature

Date

Original: Personnel File Cc: Employee Supervisor