

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Provider & Sub-Contractors
- ☒ Direct Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall ensure that each new and transferred employee, student, and volunteer will have a thorough and comprehensive orientation to the agency/program and its policies and administrative procedure.

III. DEFINITIONS:

- A. Employee: Includes all regular and temporary employees.
- B. Student: Includes all persons participating in internships or field placements within SCCCMHA.
- C. Volunteer: A person at least 16 years of age who offers, makes application, and is accepted to provide assigned services without compensation.

IV. STANDARDS:

- A. All students and employees, new and transferred, will complete the applicable New Employee Orientation Worksheet.
- B. All students, employees, and volunteers new and transferred, will complete all required trainings on the Employee Training Worksheet in accordance with the SCCCMHA Training Grid.

V. PROCEDURES:

Recruiting Specialist/Designee

1. Informs each new employee of the fringe benefits and unionization prior to first day of employment.

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2. Reviews with new employee on their first day where to find New Employee Handbook and important employee information, located on the agency home page.

Chief Executive Officer/Designee

3. Orients Board Members, Advisory Council Members, Directors, and Officers.

Program Director

4. Orients new and transferred supervisory staff to program, functional job description, and agency policies and procedures within 30 days from the date of hire or transfer.

Supervisor

5. Orients new and transferred staff and students to program, functional job task list/job description, and agency policies and procedures within 30 days from the date of hire or transfer.

Training Designee

6. Initiates the Employee Orientation Worksheet (form #0819 in Forms Index) with new employee/student (by completing the top portion of the form on the first day of employment or placement).
7. Explains the process to the new employee/student and gives them a copy of the applicable Employee Orientation Worksheet for completion with supervisor/designee.

Supervisor

8. Initiates the Employee Orientation Worksheet with transferred employee. Explains the process and gives them a copy of the applicable Employee Orientation Worksheet for completion.

Supervisor/Designee

9. Documents and initials completion of applicable assignments on the Employee Orientation Worksheet for all new or transferred employees and students. Sends completed form within 30 days to Personnel Secretary for personnel file.

Personnel Secretary

10. Files in Employee Personnel File.
11. Provides HR Designee with a tickler of Employee Orientation Worksheets received and/or not received on a regular basis.

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Training Designee

12. Completes Employee Training Worksheet with new employees/students/volunteers in accordance with the SCCCMHA Training Grid, makes training reservation in HR Software and disseminates as indicated on the first day of employment or placement.

Supervisor

13. Ensures new employees/students/volunteers complete the training within 30 days of hire or first available training date.

Training Designee

14. Refers to Training Administrative Procedure #06-002-0040 for cancellations and no shows.

Training Secretary

15. Maintains training history for each employee in HR Software.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 06/88, 08/90, 08/92, 11/95, 03/98, 02/00, 06/01, 04/03, 08/04, 02/07, 02/09, 01/12, 05/13, 09/14, 09/15, 09/17, 09/18, 09/19, 11/20, 11/21, 11/22.