

Number 20.0 - NEW EMPLOYEE ORIENTATION

Effective Date: March 1, 1996

Applicable To: All classified employees with the Executive Branch of the State of Vermont.

Issued By: Department of Personnel

Approved: William H. Sorrell, Secretary of Administration

PURPOSE AND POLICY STATEMENT

The purpose of this policy is to set forth procedures for developing orientation programs for new employees in all State agencies and departments.

The State of Vermont believes that it is important for all new employees to have an understanding of the organization in which they work, the policies and procedures applicable to them, and the benefits that they earn.

GENERAL GUIDELINES

Each agency/department is responsible for providing an orientation to State government to all of their new employees. It is up to each agency/department to establish their own procedures for new employee orientation. However, the information set forth in this policy must be included in each agency/department orientation program.

Agencies/departments should ensure that a copy of their procedures for new employee orientation be distributed to and inserted in this section of all Personnel Policies and Procedures Manuals assigned to their employees.

A check-list should be used by the personnel officer to ensure that all benefits are discussed; copies of policies are provided to the employee; and forms are distributed and completed in a timely manner. A *New Employee Orientation Check-List* form (see Attachment A) can be used by departments or modified as necessary.

It is recommended that the personnel officer be the person responsible for providing new employee orientation. This orientation should be conducted within the first week of employment.

All benefits, as well as State and agency/department policies should be discussed with employees during orientation. Additionally, appropriate forms should be distributed to employees at this time. These must include the following information:

- Annual, Personal, and Sick Leave
- Credit for Prior Classified and Temporary Service
- Deferred Compensation Plan
- Flexible Spending Accounts
- Holidays
- Medical, Dental, and Life Insurance
- Payroll Deduction Forms
- Probationary Period
- Prior Classified Service Application
- Prior Temporary Service Application
- Retirement Plan
- Training and Tuition Reimbursement
- Vermont State Employees' Association, Inc.
- Vermont State Employees' Credit Union

In addition, copies of the following policies must be given to employees:

- Bloodborne Pathogens Policy
- Confidentiality Policy
- Drug-Free Workplace Policy
- EEO/Affirmative Action Policy
- Reasonable Accommodation Policy
- Statewide Smoking Policy
- Sexual Harassment Policy

You may want to include the following agency/department specific policies and programs such as:

- Coffee/Lunch Breaks
- Merit Pay Policy

Attachment A – New Employee Orientation Checklist Forms to be Completed

____ Employment Application

____ I-9

____ W-4

____ Payroll Deduction Application

____ Benefits Enrollment Application

____ Medical Premium Pretax Form

- ____ Prior Classified Service Application
- ____ Prior Temporary Service Application
- ____ Temporary Employment Statement

POLICIES

- ____ Bloodborne Pathogens
- ____ CDL Drug Testing (if applicable)
- ____ Conflicts of Interest Arising from Employment/Nepotism
- ____ Drug-Free Workplace
- ____ EEO/Affirmative Action
- ____ Political Activity
- ____ Reasonable Accommodation
- ____ Sexual Harassment
- ____ Smoking

DEPARTMENT SPECIFIC INFORMATION

Agency/Dept. Work Rules
Coffee/Lunch Breaks
Telephone Listings

EMPLOYEE BENEFITS

Group Health Insurance
a) Choice Plus Indemnity Plan
b) Community Health Plan (CHP)
Dental Insurance
Life Insurance
TaxSaver Option Plan
COBRA Notification
Retirement Plan
Domestic Partners

OTHER INFORMATION

Alternative Work Schedules
Credit for Prior Classified or Temporary Service
Class Specification

Deferred Compensation Program
Dual Employment
Employee Assistance Program
Extension of Benefits Memo (if applicable)
Holiday/Leave Benefits
Original Probationary Period
Performance Standards
Personnel Rules and Regulations
Time Reports/Expense Accounts
Tuition Reimbursement Program
Vermont State Employees' Assoc.
VT State Employees' Credit Union
Workers' Compensation