



**Orientation for New  
Employees and Personal  
Service Contract Personnel**



**Policy A-HR-1**

**August 31, 2005  
Revised October 14, 2013  
Revised June 13, 2019**

**Purpose:** Uniformity in orientation is an important activity to ensure that all new employees at Three Rivers District Health Department (TRDHD) receive an orientation that will include all the information pertinent to their position as well as information needed to understand the role of TRDHD in the community. This policy ensures uniformity of orientation provided to new staff members.

**Policy:** The Personnel Specialist will notify the Manager, Information Tech, & Facility Manager of the date any new employee will report for duty, as soon as the date is known. The Personnel Specialist will provide the TRDHD orientation handbook and provide overall support for basic employee information. Supervisors must assure that training and orientation specific for the position is provided in accordance with applicable laws and policies.

**Procedure:**

1. Once a start date is established, the Personnel Specialist will provide new employees with an Orientation Binder which includes information listed on the orientation schedule (Form A-HR-1 (A)). The Personnel Specialist will also provide all human resources support & TRDHD basic training information.
2. The employee will receive computer support from the Information Tech for desktop setup, T-Drive Access, TRAIN accounts, & other computer related needs.
3. The employee will receive key access, vehicle orientation, & emergency preparedness information from the Facility/Emergency Manager or designee.
4. The Supervisor, or designee, will provide training & supervision specific to the employee's position.

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**District Director**

**Date**

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**Chairperson, Three Rivers District Health Department**

**Date**

**FORM A-HR-1(A)**

**Orientation Schedule**

Personnel Specialist	Greetings and Introductions, Personnel Orientation, Human Resources information, Confidentiality/HIPAA, Fringe Benefit Information, Orientation Binder, Training, Policies
District Director	Welcome & TRDHD Overview
Information Tech	Desktop setup, T-Drive Access (Policy & Form Location), off-site website access, passwords, TRAIN accounts, Long Distance Code, & other computer related needs. Badge & Key Access,
Emergency/Facilities Manager or Designee	Hazard Communication Program Employee Emergency Action Plan Vehicles/Gas Cards/Maintenance Policies Ready Op Notification & Responsibilities
Manager or Designee	Employee Cost Centers/Timesheet Purchase/Orders / Supply Ordering Telephone Interoffice Mail Transport Job description/Evaluation Process Job Specific Training(s) Peer & Manager Contacts Travel vs. Fleet (travel reimbursement if no car available)