

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 239</b>
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<b>New Employee Orientation</b>	<b>Effective: June 3, 2003</b>
	<b>Revised: September 22, 2016</b>
APPROVED BY: Board of Directors	

## **Policy Statement**

A formal corporate orientation program is provided to help new employees make a rapid and comfortable adjustment to the HACAP environment. This orientation, conducted during regular working hours, is designed to familiarize each new employee with the facilities, overall operations, objectives, and personnel policies.

The new employee may receive a further orientation to the "position" after reaching their individual department. This program orientation will be specific to each program requirements. Written documentation of the orientations will be placed in the employee's personnel file.

## **Standard Operating Procedure**

### **Target Audience**

All Hawkeye Area Community Action Program, Inc. new employees

### **Necessities**

New Employee Orientation Folder

### **Procedure**

1. The first-day Human Resources will meet with the new hire at the start of his/her day to complete
  - a. New-hire paperwork, prepare badge ID cards and review policies, procedures, and benefits.
    - i. Paperwork provided will be I-9, job description to sign, state and federal w-4, direct deposit form, policy packet, emergency contact information, retirement enrollment forms (IPERS/403B), Confidentiality Statement, Code of Ethics, Employment Information Statement, Employee Self-Serve tutorial, benefits overview, the itinerary for the employee based on their program (supervisors prepare in advance and submit to Human Resources).
  - b. During orientation, Human Resources will give an introduction to HACAP, its mission, functions, and culture.
  - c. Review the HACAP organizational chart.
  - d. Present the Employee handbook for review.
  - e. Benefits plan information, discussion, and enrollment to those that meet the specific eligibility.
  - f. Policy reviews followed by general discussion.

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2. HACAP Data Analyst will visit and introduce and discuss—Roma, Community Action.
3. IS Manager and the Business Office will discuss—security, computer systems and logins, telephone systems, supplies and equipment, pay periods, and travel.
4. Time spent completing new-hire paperwork and time spent in the orientation meeting is considered hours worked. Each employee's time card will reflect the time engaged in the orientation program as paid hours and the employee will walk through entering their time.
5. After completion of the Human Resources portion, Head Start employees will spend the afternoon meeting with the component team, other programs will spend the afternoon with their supervisors and team members.

**Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.