

# Department of Human Resources

## Standard Operating Procedures

### New Hire Orientation

The City of Vicksburg's (COV) Human Resources Department will conduct New Hire Orientation (Orientation) once per month, which is the first (1<sup>st</sup>) day of the first (1<sup>st</sup>) pay period of each month. In the event this date falls on a holiday or day the COV is closed for business, Orientation will be rescheduled on the first (1<sup>st</sup>) day of the second (2<sup>nd</sup>) pay period of that same month.

Upon hire, the Data Entry/Receptionist will notify New Employees (Employees) via mail (US Postal or electronic) and telephone of their MANDATORY Orientation date and time. Orientation will be held in the Human Resources Conference Room, located in the COV's Annex Building in Suite 102. In the event of a large class size, a different location may be utilized. Orientation shall begin promptly at 7:00a.m. Employees shall be informed of such change the day of Orientation. Therefore, it remains the Employees' responsibility to report to Suite 102 timely. Orientation shall be the first (1<sup>st</sup>) day of work for Employees, unless otherwise approved by the Human Resources Director.

#### *Procedure:*

- The Human Resources **Administrative Assistant** (HRAA) will welcome all Employees to the COV and facilitate the flow of Orientation. It is the HRAA responsibility to ensure the location and set up of all Orientations, as well as make certain COV folders are completed.
- The **Human Resources Associate** (HRA) will review the COV's personnel handbook, rules, policies, procedures, and new hire paperwork. The HRA shall ensure Employees sign the following, but not limited to, policies:
  1. Attendance Guidelines
  2. Cell Phone Policy
  3. Time Clock Identification Policy
  4. Time Clock Policies and Breaks
  5. Uniform Policy
  6. Smoking Policy
- The HRA will provide aforementioned signed policies to the Data Entry/Receptionist for filing in Employees personnel file.
- *Break*
- The **Benefits Coordinator** will review the following, but not limited to, policies and ensure a copy of such is signed by Employees:
  1. Family Medical Leave Act (FMLA)
  2. Sick Leave
  3. Extended Sick Leave
  4. Donated Leave

5. Discretionary Leave
  6. Leave Without Pay
  7. Leave of Absence
  8. Pay Periods
  9. Public Employees Retirement System (PERS)
  10. Consolidated Omnibus Budget Reconciliation Act (COBRA)
- The Benefits Coordinator will provide the aforementioned signed policies to the Data Entry/Receptionist for filing in Employees personnel file.
  - The **Safety Director** will review the following, but not limited to, and ensure a copy of such is signed by Employees:
    1. Drug and Alcohol Testing Program
    2. Safety Policy
    3. Vehicle Usage Policy/Driver's License Requirement
  - The Safety Director will provide the aforementioned signed policies to the Data Entry/Receptionist for filing in Employees personnel file.
  - *Break 12:00p.m. – 1:00p.m.*
  - **Vendor Presentations** will begin promptly at 1:00p.m. Attendance is **MANDATORY** during all presentations.
    1. Vendors will give a fifteen (15) minute presentation of supplemental insurances, during Orientation once per month.
    2. Vendors will present as they arrive and or agreed upon by them.
    3. If Employees elect any supplemental insurance from Vendors, the effective date will be the same date the Employee is eligible for COV Benefits, which is after Employees have been employed for, at least, ninety (90) days.
    4. Vendors shall only discuss the products agreed upon with the COV. These agreements are made prior to Open Enrollment and are not eligible for amending until the following Open Enrollment period is to commence.
    5. Vendors are welcomed to give handouts, present via power point, etc. If a vendor is unable to attend orientation, said Vendor may materials, and/or a video presentation. Employees can sign up for supplemental insurances **after** all presentations are completed. *Employees may leave after Vendor presentations, if there is no interest in applying for supplemental insurances.*
    6. It is the Vendors responsibility to make all necessary copies documents and or handouts, at its expense.
    7. Vendors found to have violated this SOP, will be dismissed from monthly Orientations and *may be able to return during Open Enrollment.*
    8. Vendor presentations are strictly limited to 15 minutes each.

- *Identification Cards will be taken, printed and issued during all Breaks and after Employees have*
- *Employees are required to arrive timely.*
- *Orientation will begin at 7:00a.m.*
- *HR and Safety presenters shall have the correct number of folders for Employees.*
- *HR and Safety presenters shall have loose copies of the policies listed above, leaving each policy in- tact, in the Employee Handbook.*
- *The Employee Handbook will be neatly compiled in the proper folder with a table of contents and sectioned properly. \*The Safety Manual shall be placed in the same proper folder.*
- *HR presenters will report to work on Orientation days in enough time to be ready and prepared to commence at 7:00a.m. and will end their work day at 4:00p.m. HR presenters will break for lunch from 12:00p.m. – 1:00p.m.*
- *The Data Entry/Receptionist shall insure Vendors have access to the HRC not later than 12:45p.m.*
- *The Data Entry/Receptionist shall file all signed copies of policies in Employees personnel files the day of Orientation.*
- *The Data Entry/Receptionist shall update this SOP, each year, in the month of November and forward to all Division and Department Heads prior the first (1<sup>st</sup>) day of January of the upcoming year.*
- *All parties shall be notified of changes or amendments not discussed in this SOP. For more information, please contact the Human Resources Department, Data Entry/Receptionist at (601) 801-3460.*

## **2018 Orientation Dates**

March 14, 2018

April 11, 2018

May 09, 2018

June 6, 2018

July 18, 2018

August 1, 2018

September 12, 2018

October 10, 2018

November 7, 2018

December 5, 2018