

Mercer County Head Start Policies and Procedures

P/P Topic:	New Employee Orientation	P/P #:	030
Part:	1304	PC Approval Date:	10/23/2008
Subpart:	Program Design and Management	Last Reviewed Date:	10/23/2008
Section Title(s):	Human Resources Management	Implementation Responsibility:	Management Team and Executive Director
Related Performance Standard(s):	1304.52(k)(1)	Monitoring Responsibility:	Executive Director

(A) Policy	New staff orientation will be provided for staff, regular volunteers, and contracted consultants.
(B) Responsibility	Management Team and Executive Director
(C) Procedure	<p>The following information will be shared with all new staff. Regular volunteers and contracted consultants will receive information on all bolded content.</p> <p>Central Office</p> <ul style="list-style-type: none"> • Application • Criminal Records Check • Tuberculin Test • Aide Certificate Application (if applicable) <p>Treasurer's Office</p> <ul style="list-style-type: none"> • Tax Information/Direct Deposit • SERS information • New Hire Reporting Form • Employment Verification • Terrorist Form • Insurance Forms <p>Head Start</p> <p>New staff will meet with the ED prior to the first day of work or within 30 days of employment to receive the following information and to discuss job specific information</p> <ul style="list-style-type: none"> • Parent Handbook/Resource Manual • Goals and Underlying Philosophy of Head Start • Child Abuse Reporting Policy • Methods for Child and Family Transition to and From Head Start • Physical Examination • Code of Conduct Statement • Personnel Policies and Procedures (as necessary) • Head Start Performance Standards • Emergency Contact Information • Job Description/Position Calendar

	<ul style="list-style-type: none">• School Year Calendar <p>Relevant documentation including, but not limited to the following may be filed in the employee personnel file:</p> <ul style="list-style-type: none">• Employee Reference Check• Employee Evaluation Process• Continuing Education documentation• Employee Professional Development Plan• Documentation of correspondence between employee and B.O.E. or Administration• Medical Leave documentation will be submitted to the treasurer's office along with the completed absence form.• Work Log documentation
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