


<b>1.3.3</b>	<b>EMPLOYEE ORIENTATION AND ONGOING TRAINING</b>	Effective: 04/74 Revised: 04/15; 05/19; 04/21 Reviewed/Approved by Bd. Of Dir.: 05/22  Kirk Davis, President/CEO
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**Policy Statement:**

New employee orientation is designed as an introduction to the organization, its mission and values, program services and policies and procedures. All employees and volunteers will be oriented to Lakemary Center (LMC), its affiliates, facilities, personnel, and other such items as deemed necessary by the President or designated representatives. Employees and volunteers are provided with ongoing training, as outlined in the Employee and Volunteer Handbooks and as necessary to ensure competency.

**Policy:**

Each new employee and volunteer is given orientation training in the general area of intellectual/developmental disabilities (I/DD) and specific policies and procedures of LMC and its affiliates regarding the mission and values of LMC, protection of rights of individuals served and employees, privacy, right to autonomy and choice, community integration, and the employee's and volunteer's role and responsibilities within the total program. Competencies and skills necessary for satisfactory performance within LMC's service delivery system are continually updated through formal and informal training, in-service, and conferences on a group and individual basis and communicated on a regular and on-going basis.

New employees are required to complete all personnel forms within the first three days of employment. (i.e., I-9, W4, emergency contact, vehicle registration, etc.)

Attendance of all training is tracked by the Training Coordinators. Training requirements are based upon the position and program. The Employee and Volunteer Handbooks provide detailed information of the training requirements. Training is reviewed on an annual basis to ensure training continues to meet program needs and to ensure compliance with licensing and other oversight standards.

**Policy reference:**       **3.1.13 Rights of Individuals Served**  
                                   **3.1.21 Autonomy & Choice Making Policy**  
                                   **3.1.22 Privacy – Adult Services & Specialized Foster Care**

**Procedure reference:**   **Adult Services Program Handbook with Procedures**  
                                   **Adult Services Procedure Manual with Procedures**  
                                   **New Employee Orientation Manual**  
                                   **Employee Handbook, (New Employee Orientation Section)**  
                                   **Risk Management Program**  
                                   **Specialized Foster Care Program Handbook**  
                                   **Volunteer Handbook**

**Application:** All Services