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|  | 1.3.3 | EMPLOYEE ORIENTATION AND ONGOING TRAINING | Effective: 04/74 Revised: 04/15; 05/19; 04/21; 05/23 Reviewed/Approved by Bd. Of Dir.: 04/25  Teddi Hernandez, President/CEO |
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Policy Statement:

New employee orientation (NEO) is designed as an introduction to the organization, its mission, values, guiding principles, 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/CEO or designated representatives. Employees and volunteers are also provided with ongoing training, as outlined in the Employee Handbook, 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, values, guiding principles of LMC, protection of rights, rights to autonomy, choice, and community integration, and the employee and volunteer's role and responsibilities, as outlined in their job description. 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 Handbook provides 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 Persons Supported
3.1.21 Autonomy & Choice Making Policy–Adult Services & Shared Living Connections
3.1.22 Privacy – Adult Services & Shared Living Connection

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

Application: All Services