

**PERSONNEL POLICIES AND PROCEDURES
OREGON MILITARY DEPARTMENT
AGP POLICY 99.300.10**

Subject: New Employee Initial Process

Applicability: New Employees (*excludes Temporary employees*)

Effective Date: 1 January 2009

I. PURPOSE: To ensure the orderly transition of successful job applicant into the organization through education on the mission, workplace policies, and benefits offered by the State of Oregon.

II. GENERAL POLICY: At the time of hire, new employees shall be provided an overall orientation which include the options available in the employees' benefit package and the workplace policies, rules and expectations.

III. STANDARDS:

A. On the first reporting day, the hiring supervisor or designee shall provide the new employee with a "New Hire Packet", containing necessary forms for completion.

1. Hiring Supervisors are responsible to provide the orientation to facilitate hiring and benefit information and workplace policies and rules.

2. The supervisor and new employee shall complete the Position Appointment Information Sheet, Attachment 1, and other forms in the "New Hire Packet" and MUST submit these documents to AGP in accordance with the time frames shown on Attachment 1.

B. Questions regarding the benefit forms in the "New Hire Packet" should be directed to AGP, Payroll/Benefits Coordinator or the Personnel Assistant.

C. New management team members shall attend Core Curriculum and command directed training prior to the end of their 12 months Trial Service period.

IV. RESPONSIBILITIES:

A. The Adjutant General: Has overall responsibility for ensuring the Department is in compliance with this policy.

B. State Personnel Director: Manages the implementation of this policy.


C. Hiring Supervisor:

1. At the time of hire provide new employee orientation including:

a. I-9 Form - get supporting documents from the employee within three days from the date of hire.

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- b. Payroll information - W-4 Form, electronic deposit, timesheet instructions.
 - c. Benefits information - retirement, insurance options, Employee Assistance Program, investment options.
 - 2. Reviews policies, work rules, and conducts safety briefing.
 - 3. Forwards payroll documents and I-9 within three days.
 - 4. Assist employee with benefit enrollment.
 - 5. Schedules all new employees for AGP orientation training as soon as possible after hire unless operational needs prevent attendance.
 - 6. Schedules new management team members for CORE Curriculum and command directed training as required by this policy.
 - 7. Prepares a Position Description for the newly hired employee to sign, then forwards to AGP.
- D. Payroll/Benefits Coordinator and Personnel Representative:**
- 1. Provide technical assistance to supervisors on "New Hire Packets".
 - 2. Periodically provide regional new employee orientations.
 - 3. Notify a union representative of the scheduled regional new employee orientations.
- E. New Employees:**
- 1. Read and become familiar with Agency policies.
 - 2. Complete all necessary forms within the designated time and maintain copies for personal files.
 - 3. Enroll in Public Employees Benefits online at <http://pebb.das.state.or.us/> or through Payroll/Benefits Coordinator.


RAYMOND F. REES
Major General
The Adjutant General