

The Roman Catholic Diocese of Burlington

H.R. Policies and Procedures

SUBJECT: Orientation Period	Policy Number HR 0002
	Section: Human Resources
	Sub-Section: Employment
	Date: January 1, 2014

INTRODUCTION

The Roman Catholic Diocese of Burlington's orientation program is designed to welcome new hires and provide information regarding employment with the Diocese. The participant will receive information about general policies and guidelines, as well as job duties and requirements. The orientation period will be 90 consecutive days. The orientation period can be extended by the Department Head with the approval of the Office of Human Resources. This period of evaluation is for the benefit of both the Roman Catholic Diocese of Burlington and the employee, in order to determine job suitability. If performance or job expectations are not met, either the Roman Catholic Diocese of Burlington or the employee may dissolve the business relationship at will.

POLICY

All new employees will attend an orientation session. The program will present an overview of the Roman Catholic Diocese of Burlington. The goal of the orientation is to have each employee receive the same message on policies, procedures, history, and expectations.

Supervisors will ensure that every new employee is evaluated during the ninety (90) consecutive day orientation period. Such evaluation will be based on the following:

- Competence and job efficiency.
- Teamwork.
- Attendance and punctuality.

PROCEDURE

1. During and after the ninety (90) day orientation period, the supervisor and the employee will have on-going dialog to discuss performance.
2. If performance does not meet expectations, Human Resources will be contacted and involved in the decision of continuation of employment, or extension of the orientation period.
3. If performance requirements are met, then the employee will be notified of the intent to continue employment during the performance discussion.
4. If a decision is made to terminate employment due to a failure to meet performance standards, the employee will be notified by the supervisor with proper approval.

PROCESS FOR ORIENTING NEW EMPLOYEES WEEK ONE:

- A. Introduce the new employee to all members of the team.
- B. Introduce the new employee to all other members in the Roman Catholic Diocese of Burlington.

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- C. Explain the structure of the Department and the Roman Catholic Diocese of Burlington.
- D. Explain the philosophy regarding professional interaction with employees and external contacts.
- E. Review the employee's job description, requirements, and what the employee can expect in return.
- F. Review and schedule employee for training as needed.
- G. Review the performance system.
- H. Complete a tour of the building.
- I. Have Employee review the Orientation PowerPoint (Exhibit C).
- J. Ensure all paperwork is completed and set up in payroll.
- K. Review and distribute all policies/procedures, provide the employee with a copy of all H.R. Policies and Procedures, *Diocese of Burlington Policies on Ethics and Integrity in Ministry*, and maintain a set of signed policies, and the new employee checklist in employee personnel file.
- L. Review all benefit information, if applicable.
- M. Ensure employee has participated in the live *Virtus* session and is receiving monthly online bulletins or if applicable has taken *Shield the Vulnerable*.

****This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.***