

Vermont Catholic Charities: Residential Care Homes Policies and Procedures

SUBJECT: Onboarding Period	Policy Number HR 0001
	Section: Human Resources
	Sub-Section: Employment
	Approved Date: March 1, 2010
	Updated: October 1, 2017

INTRODUCTION

The Organization's onboarding program is designed to welcome new hires and provide information regarding Vermont Catholic Charities, Inc. The participant will receive information about general policies and guidelines, as well as job duties and requirements. The onboarding period will be 90 consecutive days. The onboarding period can be extended by the Administrator, with the approval of Human Resources. This period of evaluation is for the benefit of both the Home and the employee, in order to determine job suitability. If performance or job expectations are not met; either VCCI or the employee may dissolve the business relationship at will.

POLICY

All new employees will participate in an onboarding program. The program will present an overview of VCCI. The goal of the onboarding 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 onboarding 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 onboarding 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 onboarding 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 their supervisor/Administrator with hierarchical approval.

PROCESS FOR ORIENTING NEW EMPLOYEES:

- A. Introduce the new employee to all members of the team;
- B. Introduce the new employee to all other members in the facility;
- C. Explain the Organization's structure;
- D. Explain the Organization's philosophy regarding professionally servicing Residents and 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 facility;
- I. Have Employee review the Onboarding PowerPoint;
- J. Ensure all paperwork is completed and sent to the Payroll Department;
- K. Review and distribute all policies/procedures, provide the employee with a copy of all H.R. policies/procedures and maintain a set of signed policies and the new employee checklist in employee personnel file.
- L. Review all benefit information, which can be deferred to the Human Resources Department if needed.
- M. Training plan conducted with supervisor.

**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.*