

**ORIENTATION AND TRAINING
PERSONNEL**

Effective date: 07/83
Revision date : 08/12
Review date :

Policy:

Orientation will be provided for all new employees to introduce facility and departmental policies and work rules.

Prevailing Codes and Standards:

TJC Standard HR .01.02.01-.01.06.01

Procedure:

I. GENERAL ORIENTATION

- A. The Department of Human Resource Management will schedule and provide a general orientation to all new employees to introduce facility policy.
- B. Documentation of attendance will be placed in the departmental personnel files.

II. DEPARTMENTAL ORIENTATION

- A. The supervisor will provide individual counseling to new employees (or to employees who transfer to their shop from another Physical Plant shop) using the "University Hospital Department Orientation" form to document the orientation.
 - 1. Supervisor will review with the employee and initial each line entry using the guide provided.
 - 2. The form should be signed and dated by supervisor and employee when complete, and forwarded to Physical Plant Administration for filing.
 - 3. The employee should be given the General Information Form.
- B. A **Performance Planning Session** will be done for new employees in conjunction with orientation (see Performance Evaluation Policy).
- C. Tour facilities and introduce new employee to fellow employees.

III. DEPARTMENTAL TRAINING

- A. Documentation of attendance to training seminars outside LSUHSC-S will be kept in personnel files in Physical Plant Administration.
- B. Documentation of shop training will be kept by the supervisor.

- C. Annual Departmental Training and Certification will be done each year in conjunction with the annual Performance Evaluation. Documentation will be maintained by the Facility Maintenance Manager.

IV. CONTRACTOR ORIENTATION

A. Blanket Service Contractors

- 1. Employees of contractors who are on Blanket contracts will receive a copy of the attached "Outline for Contractor."
- 2. Physical Plant Shop Foremen will review the outline with the contractors.
- 3. Documentation of training will be kept by shop Foreman.
- 4. Orientation will occur when a contract is renewed or a new contract awarded.

B. Construction Project Contractors

- 1. Bid specifications require a pre-construction meeting which includes the contractor and sub contractors.
- 2. Orientation will occur at the pre-construction meeting per the attached outline.
- 3. Documentation of this orientation will be recorded on "Contract and Transient Employee Orientation" form and retained by Physical Plant in the project file.
- 4. A copy of "Outline for Bid Project Contractor Orientation" will be given to the contractor and subcontractors for their information and records.

V. UTILITY SYSTEM USER ORIENTATION AND TRAINING

- A. Service for training of established utility systems will be provided on request.
- B. Orientation of operation of utility systems of newly constructed or renovated areas will be provided upon completion of project.

GENERAL INFORMATION FORM

EMPLOYEE INFORMATION1

Supervisor's Name : _____

Office Phone : _____

Emergency Phone : _____

WORKING HOURS - Start : _____ Stop : _____

BREAK TIMES

Morning Coffee Start : _____ Stop : _____

Lunch Start : _____ Stop : _____

Afternoon Coffee Start : _____ Stop : _____

Coffee breaks can only be taken in the following locations:

1. Shop Break Area
2. Cafeteria
3. Immediate Work Area