

Purpose: To introduce new employees to the culture, operations, safety requirements and benefits of Valley Health System.

Policy: Time requirements for completion of all forms of orientation are specified as follows:

- A. New Employee Orientation prior to providing care, treatment, or services.
- B. Facility-specific Safety Orientation prior to providing care, treatment, or services.
- C. Department-specific Orientation within 90 days of hire date or at the discretion of the department director.
- D. On-line orientation on first day of employment.
On-line orientation is for per-diem or part-time employees who are; 1) students, 2) full-time employees at another company who are ***unable to attend*** general orientation or 3) contract employees.
On-line orientation must be approved by the recruiter and Organizational Development.
- E. Start dates other than a Monday require approval by VP of Human Resources.
- F. Customer Service – STARS training must be completed within the trial employment period (180 days from hire).

Employees will be paid for hours spent in Orientation.

Policy Code No: HR106
Issued by: VH Human Resources
Approved by: VH Senior Management Team

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7/17/09
Date

Mark H. Merrill, President and C.E.O.