


COMMUNITY MENTAL HEALTH OF OTTAWA COUNTY  
**HUMAN RESOURCES**

CHAPTER: 9	SECTION: 6	SUBJECT: HUMAN RESOURCES
SUBJECT: New Staff Orientation		
EFFECTIVE DATE: 12/15/95	REVISED/REVIEWED DATE: 4/1/98, 7/6/01, 9/7/04, 9/20/05, 8/07/07, 3/15/11, 10/22/13, 10/16/15, 5/12/16, 3/4/19, 5/28/20; 4/26/2021, 10/31/2022	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To establish policy and procedures to orient new staff to the Agency.

**II. APPLICATION:**

To all Community Mental Health of Ottawa County (CMHOC) staff, contractual staff, and interns working within CMHOC sites and programs.

**III. DEFINITIONS:**

**Contractual Staff:** All full-time and part-time staff contracted to provide services at a CMHOC service site.

**Staff:** All CMHOC employees, including full-time, part-time, and temporary part-time staff.

**Interns:** Full time or part time students who are at CMHOC as part of a professional internship program through college or university.

**IV. POLICY:**

It is the policy of CMHOC to orient new staff by providing initial training and information so that new staff are able to provide quality services according to the Agency's mission.

**V. PROCEDURE:**

1. Supervisors will contact the Administrative Assistant to schedule a new employee orientation prior to the new employee's start date.
2. The new employee will meet with the Administrative Assistant to the CMH Director within the first week of employment to review the required orientation activities and training outlined in the Employee Orientation and Training Plan.
3. All required orientation activities and training must be completed within the first 30 days unless otherwise specified.
4. The Administrative Assistance to the CMH Director will file the completed orientation plan and notify the Training Department of completion.
5. Each supervisor will also provide job specific functions and abilities to the new employee. The supervisor will provide program specific orientation.
6. Contractual staff and interns will be required to complete the Employee Orientation and Training Plan; however, the Training Center will work with the assigned supervisors to determine what portion of the orientation activities and training are appropriate based on the position and the specified responsibilities of that position.

**VI. REFERENCE:**

The Michigan Department of Health and Human Services Standards for Community  
Mental Health Services  
MDHHS Administrative Rules  
CARF.  
Employee Orientation and Training