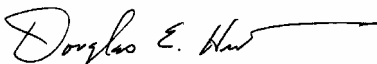


NEVADA DEPARTMENT OF WILDLIFE POLICY AND PROCEDURE	Pages: 5 (plus forms) Effective: September 28, 2006 Approved: 
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TITLE: Employee Orientation

REFERENCE: NRS Title 23 Chapter 284, NAC Chapter 284, Rules for State Personnel Administration, Managers' Handbook

AFFECTED EMPLOYEES: All Employees

PURPOSE: To provide guidelines for employee orientation.

POLICY: It is the policy of the Department to foster employee success from the first day of employment, whether a new employee with the Department or a current Department employee in a new position, through an orientation process to acquaint the person with the agency and/or the job duties and responsibilities.

DEFINITIONS:

Employee, for the purpose of this policy and procedure, is any person providing service for any office, department, board, commission, bureau, or agency of the Executive Branch operating by authority of the law and supported in whole or in part by any public money, whether the money is received from the Federal Government or from private or any other sources. Use of the term "employees" includes classified and unclassified positions, including seasonal positions and the Board of Wildlife Commissioners.

PROCEDURE:

New Hire Procedure

It is preferred that all new employees, including seasonal or employees transferring from another State agency, be processed by the Human Resources (HR) staff. However, if it is not practical for the new employee to come to headquarters, the HR staff will provide the "New Hire Packet" to the Eastern and Southern regional offices. Generally, the regional Administrative Assistant IV (AA IV) and the new hire's supervisor will jointly process the employee. The new hire paperwork takes approximately 30-45 minutes and must be completed in order to enter the employee into the Integrated Financial System-Human Resources (IFS-HR) system. This process sets the new employee up to access the Nevada Employee Action and Timekeeping System (NEATS) to enter timesheets on-line and to enroll in training classes for those employees located in offices connected inside the State's computer firewall.

While covered in the New Hire Packet, it is important that the Administrative Assistant IV and/or the supervisor processing a new hire have familiarity with leave regulations, work schedule options, overtime, and benefits. However, any questions should be referred to the Department's Human Resources staff.

Checklist for New Hires

The staff processing a new employee should use the New Hire Checklist (incorporated by reference) to help ensure that all forms included in the New Hire Packet have been discussed with the employee and/or completed and returned to HR.

Employee Orientation

The first few days on a job have a major effect on an employee's ultimate success or failure in that job. Reasonable goals for orientation are:

- To promote a new employee's identification with Nevada State Government and the Department;
- To encourage a high level of motivation by integrating the interests and goals of the Department with those of the individual;
- To facilitate the development of mutually satisfying working relationships between current and new employees; and
- To acquaint new employees with their job.

HR staff will submit the new employee documentation to Public Employee Benefit Program (PEBP). PEBP schedules the new employee's benefits orientation and notifies the employee and HR by letter of the scheduled class where the insurance options, deferred compensation and retirement plans are explained in detail.

The supervisor has an important and immediate role of making the new employee welcome in their work unit, explaining the job in detail, pointing out the location of facilities, and introducing co-workers.

Following are suggested orientation components for the immediate supervisor on an employee's first day:

- Have the employee complete all new hire forms. If an employee requires more detailed information on the insurance options after attending the PEBP benefits orientation, the employee should contact the Department's HR;
- Introduce the new employee to other employees;

- Take the employee on a tour of the work area and preferably of the entire office;
- Discuss work hours, lunch times, breaks, safety procedures, parking, etc.;
- Provide an overview of the employee's job and what is expected including a copy of the current class specifications and work performance standards for review;
- Provide the employee with a copy of the Employee's Handbook, directions to locating Internet information on training by going to the Department of Personnel home page at www.dop.nv.gov and then to the Employee Development tab, a list of the agency's sections and functions, and other State agencies and their functions, especially those that will be contacted in performing the duties of the position;
- Review payroll procedures (e.g., filling out time sheets, when pay days fall, etc.);
- Inform the employee of probationary or trial status, if applicable;
- Assign State property necessary for the position and which may include but is not limited to equipment, tools, vehicles, vessels, cellular telephone, credit cards, etc. Use the Checklist for Assigning State Property Inventory (incorporated by reference) to record the property issued. In the case of Board of Wildlife Commissioners, the Secretary to the Commission is responsible for obtaining and recording credit cards, if desired and requested, by the Commissioners. If the new employee has been hired to fill an existing position, the supervisor should request and use the Post-Exit Interview Checklist- Part 2, State Property Inventory form from the previous employee to verify "reassignment" of property. Once the Checklist for Assigning State Property Inventory has been completed and signed by the new employee and supervisor, the supervisor will make a copy for the regional employee file and then send the form to the Business Management Section and HR for the personnel file. If any State property from the post-exit checklist is not going to be transferred to the new employee, then the supervisor must account for the disposition by submitting a "Property Disposition Report" (PDR) to the Business Management Section Accounting Assistant III (Pos. No. 0127) as soon as practicable following orientation.
- It is the supervisor's responsibility to explain to all new or returning employees, including seasonal, about the care and use of State-issued property. Explain that once issued, the employee is responsible for the property and may be held personally liable for repair or replacement if there is evidence of abuse or irresponsibility in the care and use of the property. In the case of credit cards, the employee must take care to safeguard the cards from improper use or charges. If a card is lost or stolen, the employee is responsible to report it

immediately followed by a written explanation to the Accounting Assistant III (Pos. No. 0125) or the Administrative Services Officer I (Pos. No. 0120) so the card can be cancelled before unauthorized charges occur. The supervisor should remind the new employee, including seasonal employees, to keep passwords/PIN (personal identification number) separate from the credit card and is responsible for returning all State-issued property in good condition, with allowance for normal wear and tear, to the supervisor or designee or other responsible person upon termination (voluntary or involuntary). The same process is required if an employee loses or has stolen keys, cellular telephones, or any other equipment.

- Make clear that the immediate supervisor is always available to answer questions and help the employee as needed; and
- Start the new employee on the simpler tasks of the job making sure the employee is provided supervision as needed. The supervisor or trainer should check with the new employee often to make sure the employee understands and is comfortable with the new duties and responsibilities. Try not to flood the new employee with too much information immediately, as orientation is a cumulative process. Providing additional information in writing is usually helpful.

Do not leave orientation to chance! By designing and implementing a well-organized orientation program, the new employee and the Department both benefit.

Probation Periods

New hires in classified appointments assigned to grades 23 and above require a 1-year (full-time equivalent) probationary period. Classified appointments assigned to grades 22 and below require a 6-month (full-time equivalent) probationary period. Upon successfully passing a probationary period, employees attain permanent status.

It is the supervisor's responsibility to provide for the development of new employees. Employees should receive training and counseling relevant to their performance as appropriate. Reports of performance are required at the end of the 2nd and 5th months of employment if an employee is serving a probationary period of 6 months, and at the end of the 3rd, 7th, and 11th months if the probationary period is for 12 months.

An appointing authority may dismiss an employee during the initial probationary period for any lawful reason.

Training

An employee appointed to a supervisory position is required to complete a minimum of 5 days of supervisory training within 6 months of the appointment. The Department of

Personnel's course on employee appraisal (MGT 290) or an approved substitute must be taken as part of the 5-day minimum. Training on the topics of sexual harassment, a drug and alcohol-free workplace and equal employment opportunity is required in addition to the 5-day requirement. The Department is responsible for ensuring its supervisors fulfill the training requirements.

An employee appointed to a managerial position is required to complete a minimum of 5 days of managerial training within 1 year of the appointment to the managerial position. This is in addition to the 5 days of supervisory training the employee may have previously taken. Training on the topics of employee appraisal, drug-free workplace, and equal employment opportunity is required in addition to the 5 days of managerial training, unless previously taken. The information can be found on the Department of Personnel home page at www.dop.nv.gov and then to the Employee Development tab.

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NEW HIRE CHECKLIST

New Hire Packet

New Hire Packets are maintained and provided by Human Resources. The documentation in the New Hire Packet is adjusted according to the status of the hire (new, rehire, transfer, seasonal, eligibility for retirement, eligibility for insurance coverage, etc.). Provided with each New Hire Packet are instructions for the completion and return/retention of each document. The New Hire Packet may include, but is not limited to, the following documents:

- WD Direct Deposit Card
- Form W-4 Employee's Withholding Allowance Certificate
- ADM-27AA EEO Statistical Data Sheet
- APR-9 New Employee Report
- Form M-54 Designation of Beneficiary(ies) (payroll/travel)
- Form I-9 Employment Eligibility Verification
- APR-8 Notice of Position Identification Number
- Employee Benefits Orientation Registration
- Public Employee Benefits Program Benefit and Enrollment Change Form (if applicable)
- Public Employees Retirement System Registration (if applicable)
- FICA Alternative Plan (if applicable)
- Statement Concerning A Job Not Covered By Social Security
- ESMT-A Employment Status Maintenance Transaction
- ESMT-B Employment Personal Information
- Workplace Safety: Your Rights and Responsibilities
- TS-58 Alcohol/Drug Free Workplace Policy
- Overtime Policy and Procedure
- Employee Work Cycle Codes
- Policy Against Sexual Harassment
- Complaints Against Department Personnel Policy and Procedure
- Uniform Policy and Procedure
- Payroll Documents and Instructions
- Travel Documents and Instructions
- State Holidays
- Affirmative Action Plan
- Employee Handbook
- Manager's Handbook (if applicable)
- Workplace Health and Safety Program
- Family Medical Leave Act of 1993
- Disclosure of Improper Governmental Action
- Comprehensive Strategic Plan
- Employee Assistance Program
- Purchasing Discounts
- Annual Leave/Sick Leave – accrual/eligibility to use
- Insurance Benefits – information/eligibility
- Department Policies and Procedures

All documents will be sent to HR for inclusion in the Department's official State personnel jacket.

Checklist for Assigning State Property Inventory

List all State property assigned to an employee.

Employee:		Position:	
Supervisor:		Date:	
Credit Cards			
	Card Number		
Chevron			
NDOT			
Phillips 66			
76/Circle K			
Shell			
Sinclair			
Western Energetix			
Other (please list)			
Diner's Club			
Sprint Card			
Purchase Order Book			
Equipment-Electronic		Property No. (if applicable)	Condition
Camera			
Cellular Phone			
Computer-Desktop			
Computer-Laptop			
GIS/GPS			
Other (please list)			
Equipment-Tools		Property No. (if applicable)	Condition
Binoculars			
Electroshocker			
Shop Tools			
Other (please list)			
Identification			
Keys			
Office (including electronic)			
Storage			
Other (please list)			

