

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.92 Training and Professional Development

Subject: Orientation of New Employees

Policy:

All new employees will attend an orientation at Tri-County Community Council, Inc. and the Head Start/Early Head Start program.

Procedure:

1. The Head Start/Early Head Start Director's Assistant will contact the personnel technician to schedule the TCCC orientation. The Director's Assistant will provide the personnel technician with the name of the person hired, the pay they will receive, and the name of the employee's immediate supervisor.
2. The Head Start/Early Head Start Director's Assistant or personnel technician will make a copy of the completed application along with the reference checks performed prior to the employee's notification of employment and give it to the employee's immediate supervisor.
3. The Director's Assistant will forward the original application to the personnel technician for processing.
4. The Tri-County Community Council, Inc. personnel technician will meet with the new Head Start/Early Head Start employee for orientation. This orientation for Tri-County will be held at the administration office in Bonifay.
5. During this orientation, the employee will watch videos concerning blood borne pathogens, the drug free workplace, and drug rights and responsibilities. The new employee will be given a new employee packet that includes a Tri-County Community Council, Inc. Personnel Policy & Procedures Manual.
6. When the orientation session is complete, the employee will be sent for a drug test. Drug screening will be completed at the location designated by the personnel technician.
7. After the employee has completed the pre-employment drug test, he/she will report to the Head Start/Early Head Start Administration office for Head Start/Early Head Start orientation.

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8. During the Head Start/Early Head Start orientation, the employee will watch the Child Abuse & Neglect video “Mandated Reporter”. The Education Specialist will go over the Head Start/Early Head Start Employee Handbook and give a copy to the new employee. The required forms will be signed at this time. Information concerning the employee will be entered into the Child Plus database in the Personnel section.
9. The employee is required to obtain a physical exam within the first 10 days of employment, and submit it to Tri-County Community Council, Inc.
10. Employees are not required to have TB (tuberculosis) tests. However, employees are required to complete a TB questionnaire. If they answer yes to any of the questions, they are strongly advised to obtain a test for tuberculosis.