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POLICY

EMPLOYEE ORIENTATION

6005

New employees are required to participate in an orientation program conducted by employees of the Bullhook Community Health Center staff. During this orientation, important information regarding basic BCHC policies, compensation, benefits programs, and other BCHC information is imparted. New employees will also be asked to complete all other necessary paperwork relating to appropriate federal and state tax forms. Information regarding medical benefits will be provided. Information establishing identity and ability to work in the United States in accordance with applicable federal law will be required. As part of the orientation process, new employees will be provided with information about their new positions, including but not limited to, the performance requirements of the position as described in the job description.

New employees are encouraged to ask any questions they may have during this program so that they will understand all the guidelines that affect and govern their employment relationship with Bullhook Community Health Center.



CHIEF EXECUTIVE OFFICER

Date: 7-26-16



CHAIR, BOARD OF DIRECTORS

Date: 7-26-16

Date first adopted	09/24/2010
Date Revised/QI Board approval	
New date adopted/Board of Directors approval	09/24/2010, 07/11/2016