

Personnel Policies and Benefits

Orientation Worksheet

Instructions:

1. Get a copy of your agencies *Personnel Manual*.
 2. Flip through the manual to become familiar with contents.
 3. Check off the topics as you locate and read the page (s).
 4. Arrange an appointment with someone from your personnel department if you need any clarification.
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CHECKLIST

Agency-specific personnel policies, procedures, and forms including:

- Sick time
- Vacations
- Leave
- Dress codes
- Sexual harassment policy
- EEO policies
- HIPPA
- Family Medical Leave Act
- Availability of Employee Assistance Program (EAP)
- Availability of other support services for staff

Employee benefits including:

- Medical insurance
- Wellness programs
- Employee assistance programs
- Educational benefits