

Policy 8.06

POLICY TITLE:	EMPLOYEE ORIENTATION AND SEPARATION	POLICY # 8.06	
Topic Area:	HUMAN RESOURCES	Page 1 of 2	REVIEW DATES
Applies to:	LRE Staff	ISSUED BY: Chief Executive Officer	3/20/14 5/1/15
Developed and Maintained by:	LRE CEO, LRE HR Coordinator	APPROVED BY: Board of Directors	8/20/2015 10/10/2016
Supersedes:	N/A		12/11/2017 1/8/2018
		Effective Date: 4/1/2014	Revised Date: 1/16/18

I. POLICY

- A. It is the policy of the Lakeshore Regional Entity (LRE) to assure that new employees, volunteers, interns and students are appropriately oriented to the organization and to their individual position responsibilities.
- B. The LRE will also follow procedures to ensure appropriate steps are taken to address employee separations of employment.

II. PURPOSE

To establish policy and procedures for a comprehensive employee orientation and termination program.

III. APPLICABILITY AND RESPONSIBILITY

Employees, and if applicable volunteers, interns and students

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. DEFINITIONS

None

VI. PROCEDURES

A. Employee Orientation

The Human Resources Department's responsibilities shall include the following:

1. To develop and implement a comprehensive, structured orientation program. Said program shall occur in a timely fashion after an applicant is hired and is intended to orient the employee to all items on the form entitled, "Employee Orientation Form". The new employee's immediate supervisor will be responsible for reviewing the items in the "Supervisor/General Orientation" section.

B. Employee Separation

The Human Resources Department will complete a Termination Checklist to

document all employee separations. Employee separations may occur if an employee resigns, is terminated, or there is a company reorganization.

1. Resignation - Employees are encouraged to provide a minimum of two (2) weeks written notice of their intent to resign. An employee's notice of resignation to voluntarily terminate employment with the LRE should be submitted to his/her supervisor.
2. Termination – All employment with the LRE is “at will” employment. This means that the employee has not been hired for a specified duration, but that he/she can terminate his/her employment with the LRE or the LRE can terminate the employment at any time, with or without cause, and with or without prior notice. An employee's at-will employment status cannot be changed by any oral modifications.
3. Reorganization – Based on the functional needs of the organization, the LRE may make determinations to restructure, improve efficiencies, and/or change the size of its workforce. Such reorganizations will be evaluated on a case-by-case basis and a department-by-department basis and may result in a separation of employment.

The Human Resources Department may ask employees to participate in an exit interview when he/she leaves the LRE. The purpose of the exit interview is to provide management with greater insight into employee relations and to avoid unnecessary employee claims. Cooperation in the exit interview process is appreciated.

VII. RELATED POLICIES AND PROCEDURES

VIII. SUPPORTING DOCUMENTS:

LRE Employee Orientation Form
 LRE Termination Checklist
 LRE Exit Interview Form
 LRE Terminated Employee Future Contact Information Form