

Policy 8.6

POLICY TITLE:	EMPLOYEE ORIENTATION AND SEPARATION	POLICY # 8.6	REVIEW DATES	
Topic Area:	HUMAN RESOURCES	<u>ISSUED BY:</u> Chief Compliance Officer <u>APPROVED BY:</u> Chief Executive Officer	3/20/14	5/1/15
Applies to:	LRE Staff		8/20/15	10/10/16
			12/11/17	1/8/18
			7/1/25	
Developed and Maintained by:	LRE CEO, LRE CFO			
Supersedes:	N/A	Effective Date: 4/1/2014	Revised Date: 7/1/2025	

I. PURPOSE

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

II. POLICY

- A. It is the policy of 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. LRE will follow procedures to ensure appropriate steps are taken to address employee separations of employment.

III. APPLICABILITY AND RESPONSIBILITY

Employees, and if applicable volunteers, interns and students

IV. MONITORING AND REVIEW

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. REFERENCES AND SUPPORTING DOCUMENTS:

- LRE Employee Handbook
- LRE Employee Orientation Form
- LRE Termination Checklist
- LRE Exit Interview Form

VII. RELATED POLICIES AND PROCEDURES

8.6a Employee Orientation and Separation Procedure

VIII. CHANGE LOG

Date of Change	Description of Change	Responsible Party
7/1/25	Procedure removed from Policy	Human Resources