

NEW EMPLOYEE ORIENTATION OUTLINE

The following should be accomplished during the **first two days** of a new employee's arrival at the Chamber:

1. The new employee will have a meeting with his/her immediate supervisor to cover the following items . . .
 - a. Job Description
 - b. Staff Policy and Procedure Manual
 - c. Performance Evaluation Procedure
 - d. Review the most recent Program of Work
 - f. Have a question/answer session
2. Have a private meeting with the Financial Manager who will explain pay information, withholdings, expense/mileage report forms, time sheets and all other personnel data.
3. Meet with the President to:
 - a. Realize the importance of the image of the Chamber
 - b. Cover any other areas, answer questions, etc.

The following should be accomplished during the **first two weeks** of a new employee's arrival at the Chamber:

1. The new employee should schedule a few minutes with each staff member to allow for a brief discussion of their area of work in the organization.
2. Complete New Employee Training Checklist (see attachments) and give to supervisor. Keep sample letters to use as examples.
3. Read Personnel Policies and Procedures Manual and turn in Receipt and Acknowledgement form (see attachments) to supervisor.

DALTON-WHITFIELD CHAMBER OF COMMERCE

Personnel Policies & Procedures

<u>Policy Number</u>	<u>Policy Description</u>
	WELCOME AND INTRODUCTION TO THE CHAMBER
	Welcome
	What is the Chamber of Commerce
	Objective of the Chamber
	How the Chamber is Financed
	New Employee Orientation Outline
	Organization Flow-Chart
100-199	HUMAN RESOURCES
105	Accident / Injuries
110	Compensation
	Pay Period
	Salary Review and Performance Appraisal
	Salary Deductions
	Overtime Pay
	Unemployment Pay
	Disability Compensation
115	Disability / Maternity Leave
120	Employee Relations and Conduct
	Teamwork
	Socializing
	Telephone Service
	Neatness
	Noise
	Proper Communication
	Conduct at Chamber Functions
125	Harassment
130	Hiring
	Equal Opportunity Employer
	Hiring
	At-Will Employer
135	Hours of Work
140	Jury Duty
145	Performance Interviews
150	Personnel Records
155	Resignation, Termination
160	Smoking
165	Substance Abuse
170	Telephones
	Telephone Service
	Personal Telephone Calls
	Socializing
175	Transfers and Promotions

Policy Number	Policy Description
200-299 EMPLOYEE BENEFITS	
205	Educational Opportunities
210	Employee Assistance Program
215	Holidays
220	Insurance
	Group Medical
	Group Life and Disability
	Dental
225	Personal Leave
230	Retirement Plan
235	Cafeteria Plan
240	Medical FSA Plan
300-399 ADMINISTRATION	
305	Budget and Finance
310	Confidential Matters
315	Interaction with Other Organizations
	Affiliation with Other Organizations
	Political Affiliations / Participation
	Participation in Fund Raising Campaigns
320	Public Statements / Publicity
325	Purchasing
330	Referrals
400-499 OFFICE PROCEDURES	
405	Accounts Payable
410	Board Room Use
	Scheduling Board Room
	Personal Injury or Property Damage
	Admission Charge
	Coffee Service
415	Correspondence
420	Inclement Weather
425	Kitchen Use
430	Meeting and Function Attendance
435	Minutes
440	Reimbursement of Funds
445	Voice Mail
450	Email

Conclusion

ATTACHMENTS

JOB DESCRIPTIONS