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HUMAN RESOURCES MEMORANDUM NO. 02-068

August 8, 2002

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: New Employee Orientation Process

Beginning immediately, Human Resources (HR) will conduct formal, group orientation for new employees in Baton Rouge once a week. Our goal is for employees to be hired on Mondays, preferably payroll beginning Mondays, and for the new employees to attend orientation on their first day at work. However, until OMF acquires more space (in about two months) and has a conference room available every Monday, we will schedule weekly orientation as close to Monday as the Secretary's Conference Room is available. We will always make accommodations for special circumstances when employees must be hired and/or oriented outside of the weekly group session.

Field offices currently authorized to conduct orientation on-site may continue to do so; however, if desired, new employees may be scheduled to attend the orientation conducted by the HR staff in Baton Rouge.

Regular, full time employees will be scheduled from 9:00 a.m. until approximately 4:00 p.m. Part time and student employees will also begin at 9:00 a.m. but end at approximately noon. Essentially, the afternoon session will cover benefits for which part time and student employees are not eligible. Any current employees who wish to sit in on orientation for informational purposes may do so with their supervisor's permission.

As mentioned above, our goal is for employees to be hired on the first Monday of the pay period. We are therefore asking appointing authorities to encourage supervisors and managers to target those dates for hiring.

This will enable us to get all of the enrollment information verified, processed and entered into the system in a timely fashion before the end of the pay period. Please notify Dave Besse at least one week in advance of the upcoming start dates for your new employees. Dave will schedule the orientation and notify agencies.

If you have any questions, please call Kathleen Miller or Dave Besse at (225) 342-0880.

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