|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Job Title:** |  |
| **Office/Section:** |  | **Hire Date:** |  |

**NOTE** – employees **must** be oriented within **14 days of hire**, which is the ***responsibility of the hiring manager***.

* Please refer to Remote Hiring Manager Orientation Packet on Channel Z for resources and instructions.

**SECTION 1: REMOTE NEW HIRE PRESENTATION POWERPOINT**

1. **Hiring Manager is to review Remote New Hire Presentation PowerPoint with employee.**

**SECTION 2: HUMAN RESOURCES POLICY**

1. **HR Policies to Be Reviewed (employee will review these policies on Channel Z)**

|  |
| --- |
| [ ] PPM#3 – Violence-Free Workplace |
| [ ] PPM#4 – Sexual Harassment |
| [ ] PPM#5 – Workplace Harassment/Discrimination |
| [ ] PPM#6 – Firearms Policy |
| [ ] PPM#8 – Ethics/Dual Employment |
| [ ] PPM#9 – Outside Employment |
| [ ] PPM#11 – Substance Abuse/Drug-Free Workplace |
| [ ] PPM#14 – Transitional Return to Work |
| [ ] PPM#19 - Work Hours/Schedules |
| [ ] PPM#30 – Recoupment of Overpayments |
| [ ] PPM#39 – Accident/Incident Investigations |
| [ ] PPM# 42 – Attendance/Leave |
| [ ] PPM#52 – Bloodborne Pathogens |
| [ ] General Safety & Safety Responsibilities  |

**SECTION 3: SIGN AND SEND TO HUMAN RESOURCES**

1. **Once objectives above are completed, read and sign the acknowledgement below, then scan entire document and email to Gillis Dance** **at gdance@crt.la.gov, Administrative Coordinator, Human Resources.**

**ORIENTATION ACKNOWLEDGEMENT:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have been informed of all the items listed on this Remote Hiring Manager Orientation Checklist and have been afforded an opportunity to ask questions. Further, I have read and understand all policies listed in Section 2 above, and understand how to obtain a copy of any or all of these policies. If I have any further questions for which my supervisor was unable to provide guidance, I understand that I am to contact the Human Resources Division at (225) 342-0880.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Employee’s Signature Date***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Supervisor’s Signature Date***

***\*\* PLEASE EMAIL COMPLETED CHECKLIST TO THE HUMAN RESOURCES DIVISION WITHIN FOURTEEN (14) DAYS OF HIRE. \*\****