

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 09/22/82	SECTION: Human Resources	
BOARD APPROVED ON: 09/22/82	DATE REVISED: 04/27/16, 10/11/2023, 09/30/2026	SUBJECT: Orientation	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 04/18/18, 04/17/19, 04/21/21, 4/21/2023, 10/11/2023, 09/30/2026		POLICY #: ED-023	PAGE #: 1 of 1

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy to:

- A. Inform each new employee of the compensation, fringe benefits, personnel policies, and other general working conditions that are in force at the time of the new employee's hire at the organization.
- B. Acquaint the new employee with the facility and other employee(s).
- C. Notify the new employee of specific functions and duties that are relevant to performing their specific job classification keeping in mind that the residential and community-based divisions have documents which are specific to their programs and the duties the employees perform.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Human Resources
Manager

1. Orients employee on first day of hire by completing the New Employee Orientation Checklist.

Office Coordinator

2. Uploads to Employee Documents in ADP.

IV. EXHIBITS

- A) [Residential Orientation Checklist](#)
- B) [Community Based Orientation Checklist](#)