EMPLOYEE ORIENTATION

24.01   PURPOSE

As established by the Commonwealth's Enterprise Onboarding initiative, all new Commonwealth employees shall participate in a comprehensive, self-guided, online orientation process, which incorporates completion of employment forms, review of benefits and salary information, and familiarization with standard Commonwealth policies and procedures. The purpose of this regulation is to ensure that all new employees of the Department are also oriented to the mission of the Pennsylvania State Police (PSP) and informed of applicable Department regulations, policies, and procedures. All new employees shall be provided a thorough orientation to the workplace environment by their supervisor, including a description of training plans and job expectations. An employee who has been properly acclimated to the workplace as a whole will be more productive and will more readily contribute to the goals and objectives of the Department.

24.02   SCOPE

This regulation describes procedures for completion of both the Onboarding Checklist—Part I (New Employee), Form SP 3-363A, and the Onboarding Checklist—Part II (Supervisor), Form SP 3-363B. This two-part orientation shall be administered to all new Department employees, with the exception of Cadets and Liquor Enforcement Officer (LEO) Trainees. New employees are defined as those who are processed in the SAP personnel/payroll system as new hires, re-hires (former employees of the Commonwealth who are being re-employed), and interagency transfers (employees who transfer from other state agencies to the PSP).

NOTE: Orientation for newly appointed Cadets and LEO Trainees will be conducted by the Bureau of Human Resources in a classroom setting. An additional orientation session will be conducted for Cadets prior to promotion to Trooper, during which medical/hospital benefits will be transferred to the State Police Health Benefits Program.

24.03   ONBOARDING CHECKLIST—PART I (NEW EMPLOYEE)

A.   General: The Onboarding Checklist—Part I (New Employee) (Appendage A) shall be utilized by the Bureau of Human Resources to ensure appropriate Department regulations,

policies, and procedures are reviewed, and the necessary forms are completed by each new employee. The checklist is available on the PSPiNet, Personnel Center, under the "Onboarding Checklist—Part I (New Employee)" link.

B.   Responsibilities and Procedures:

1.   Once the new employee's Commonwealth of Pennsylvania (CWOPA) email account has been established or transferred to the PSP, the Director, Bureau of Human Resources shall ensure an email containing a PSPiNet link to the Onboarding Checklist— Part I (New Employee) is sent to the employee. The appropriate Troop Administrative Manager (TAM) or Bureau Administrative Manager (BAM) shall be copied on the email. The email shall instruct the employee to open each link on the checklist and read the material within 15 calendar days of their hire/transfer date. The employee shall also be required to print, complete, and sign the Information Technology User Agreement, Form SP 4-405, and the Acknowledgment of Receipt of the Commonwealth of Pennsylvania's Sexual Harassment Policy.

2.   Upon completion of the Onboarding Checklist—Part I (New Employee), the employee shall print the checklist, complete the top portion, sign and date at the bottom, and forward the checklist, along with the completed/signed Information Technology User Agreement and the completed/signed Acknowledgment of Receipt of the Commonwealth of Pennsylvania's Sexual Harassment Policy, to their TAM/BAM. The TAM/BAM shall then forward these documents to the Bureau of Human Resources for placement in the new employee's official personnel folder. The TAM/BAM shall retain a copy of the completed/signed Information Technology User Agreement for the employee's Troop/Bureau/Office personnel file.

3.   The new employee will be required to complete an Employment Eligibility Verification, Form I-9, during the Commonwealth's online orientation process. The purpose of the Employment Eligibility Verification is to document each new employee (citizen or noncitizen) hired after November 6, 1986, who is authorized to work in the United States. Once the Employment Eligibility Verification has been completed, the Governor's Office of Administration will send

electronic notification to the appropriate Troop/Bureau/ Office I-9 Verifier, directing the employee's identification document(s) be viewed in their original form within three days of the employee's appointment.

NOTE: TAMs; Regional Forensic Laboratory Managers; District Office Commanders; the Director, Bureau of Human Resources; and the Director, Bureau of Training and Education, or designees, shall serve as I-9 Verifiers for the Department. I-9 Verifiers are responsible for verification of employment eligibility for employees who are new hires or re-hires, within three days of hire.

24.04   ONBOARDING CHECKLIST—PART II (SUPERVISOR)

A.   General: The Onboarding Checklist—Part II (Supervisor) (Appendage B) shall be utilized by supervisors to ensure new employees are properly oriented to the work environment. Checklist items are categorized by required time frames for completion. The checklist provides guidance to the supervisor in such matters as preparing for their new employee, conveying duty requirements and performance expectations, explaining workplace policies and procedures, and helping the employee acclimate to their work environment. The Onboarding Checklist—Part II (Supervisor) is available on the PSPiNet, Personnel Center, under the "Onboarding Checklist—Part II (Supervisor)" link.

B.   Responsibilities and Procedures:

1.   The Director, Bureau of Human Resources shall ensure the top portion of the Onboarding Checklist—Part II (Supervisor) is completed and emailed to the new employee's supervisor, and a copy of the email is sent to the appropriate TAM/BAM prior to the employee's start date.

2.   The affected supervisor shall ensure all items listed on the Onboarding Checklist—Part II (Supervisor) are addressed during the prescribed time frames. When all items listed on the checklist have been completed, the employee and the supervisor shall sign and date the checklist and forward it to their TAM/BAM. The TAM/BAM shall then forward the signed checklist to the Bureau of Human Resources for inclusion in the employee's official personnel folder.