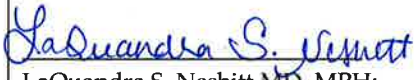
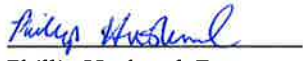




District of Columbia Department of Health  <h2 style="text-align: center;">Employee Onboarding</h2>		<b>PROCEDURE 519.000</b> Implementing Office: Office of the Director/Office of Human Resources Training Required: Yes Originally Issued: <del>JAN 17 2007</del> Revised/Reviewed:
<b>Approved by:</b>  LaQuandra S. Nesbitt MD, MPH; Agency Director	<b>Review by Legal Counsel:</b>  Phillip Husband, Esq.; General Counsel	<b>Effective Date:</b> JAN 17 2007  <b>Valid Through Date:</b> JAN 17 2020

<b>I. Authority</b>	Reorganization Plan No. 4 of 1996, Mayor's Order 1997-42
<b>II. Reason for the Policy</b>	<p>The Department of Health values recruiting the finest talent available. As such, it is vital to ensure that the Department makes the most positive and professional impression to applicants, and new employees.</p> <p>Additionally, DOH appreciates that the evolving nature of the public health landscape requires innovative and complex solutions which necessitate partnerships with stakeholders outside their bureau or administration. As such, new employees require a comprehensive orientation to the full breadth of DOH activities.</p>
<b>III. Applicability</b>	This policy applies to all hiring managers within the Department, as well as offices within the Office of the Director whose functions include supporting new employees (DOH HR, DOH IT and DOH Office of Facilities Management).
<b>IV. Policy Statement</b>	<p>The Management Liaison Specialist is accountable for ensuring all onboarding tasks are executed on time. The tools for managing onboarding tasks are the Onboarding Checklists. Onboarding tasks are divided into three discrete categories: The Advance Checklist, the Day One Checklist, and the Day Two Checklist, each assigned to occur within a specific time frame, and each with its own section of the document.</p> <p>The Management Liaison Specialist shall complete all tasks within the Advance Checklist prior to the new employee's first day on the</p>

job. These tasks require coordination with DOH IT and the DOH Office of Facilities Management. The CITO and Facilities Manager shall designate points of contact within their respective divisions for onboarding requests. These designated points of contact are responsible for expediting onboarding requests to ensure their completion by prescribed deadlines.

An incoming employee's official duty station may only be designated in consultation with the hiring manager and the Office of Facilities Management. That office is responsible for updating the DOH Space Plan with each new hire.

All new employees shall be directed to attend DCHR orientation on their first day during the pre-onboarding phone call (one item on the Advance Checklist). This requirement is waived for standing DC government employees transitioning to a new position with no break in employment (e.g. promotion, transfer, detail, or reassignment).

Following completion of DCHR orientation, the employee shall report to DOH, meet with the hiring manager, and be shown his/her official duty station. All tasks in the Day One Checklist shall be completed by the end of the employee's first day on the job.

On the new employee's second day, he/she is required to attend the DOH HR orientation session in the human resources suite. The Management Liaison Specialist shall verify attendance on the Day Two Checklist.

The Management Liaison Specialist shall orient Management Supervisory Service (MSS) employees to all management training required of them. MSS employees are responsible for enrolling in, and completing these courses within their first year of DOH employment. This requirement is waived if the employee is a standing DC government employee who completed these trainings in a previous position.

Upon completion, the Management Liaison Specialist shall file the Onboarding Checklists in the employee's personnel record.

	<p>The hiring manager may, at his/her discretion, assign additional mandatory tasks to orient the new employee to job tasks specific to the administration, bureau, or position description.</p> <p>Any employee in non-compliance with any provisions of this policy may be subject to commensurate disciplinary action.</p>
<p><b>IV. Definitions &amp; Acronyms</b></p>	<p><b>CITO-</b> Chief Information Technology Officer</p> <p><b>DCHR-</b> District of Columbia Department of Human Resources</p> <p><b>DOH HR-</b> Department of Health Office of Human Resources</p> <p><b>DOH IT-</b> Department of Health Office of the Chief Information Technology Officer</p> <p><b>MSS-</b> Management Supervisory Service</p> <p><b>Official Duty Station-</b> The physical location where an employee is required to perform the official duties of his or her position.</p> <p><b>Onboarding-</b> The process wherein a new employee formally begins work at DOH, receives employee orientation, and is assigned all necessary resources to carry out his/her duties.</p>
<p><b>VI. Procedures</b></p>	<p><b>Procedure A: Advance Onboarding</b></p> <ol style="list-style-type: none"> <li>1. The Management Liaison Specialist shall initiate advance onboarding once a new employee has accepted the job offer and a start date has been agreed upon.</li> <li>2. The Management Liaison Specialist shall coordinate with the Office of Facilities Management and the hiring manager to designate an official duty station for the new employee. It shall also be determined if the employee is eligible for onsite parking.</li> <li>3. The Management Liaison Specialist shall coordinate with the hiring manager to designate which areas the new employee may access, and request a key fob from the Office of Facilities Management programmed with the appropriate access. If the new employee is eligible for</li> </ol>

	<p>onsite parking, the hiring manager shall also request a parking placard.</p> <ol style="list-style-type: none"><li>4. The Facilities Manager, or his/her designee, shall update the Space Plan to reflect the new employee's official duty station. If the designated space has not been cleared of items, or cleaned, the Office of Facilities Management is responsible for ensuring those issues are resolved in advance of the new employee's start date.</li><li>5. The Management Liaison Specialist shall convey the new employee's official duty station to DOH IT and request a desktop computer and desk phone. If the new employee shall require any non-standard software which DOH licenses, the hiring manager shall request that software be installed prior to the new employee's start date.</li><li>6. The Management Liaison specialist shall coordinate with the hiring manager to determine which, if any, mobile devices the new employee shall require (e.g. cellular phone, laptop computer, tablet computer).</li><li>7. The Management Liaison Specialist shall request the necessary devices from DOH IT using the IT Request Form.</li><li>8. DOH IT is responsible for ensuring all aforementioned IT requests are satisfied in advance of the employee's start date.</li><li>9. The Management Liaison Specialist shall complete the pre-onboarding phone call during the week prior to the new employee's start date. The pre-onboarding phone call shall include, at a minimum:<ol style="list-style-type: none"><li>a. Confirmation of start date;</li><li>b. Instructions on attending DCHR Orientation;</li><li>c. Reminder to report to DOH HR following DCHR Orientation.</li><li>d. Parking/transit information for the employee's assigned work location;</li><li>e. Contact information for follow-up questions and issues; and</li><li>f. Any additional relevant information.</li></ol></li></ol>
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	<p>10. The hiring manager, or his/her designee, shall leave a package of basic office supplies at the new employee's official duty station.</p> <p>11. All aforementioned tasks are to be documented by the Management Liaison Specialist as indicated on the Onboarding Checklists.</p> <p><b>Procedure B: First Week Onboarding</b></p> <ol style="list-style-type: none"> <li>1. The employee shall attend DCHR Orientation. This requirement is waived for standing DC government employees transitioning to a new position with no break in employment.</li> <li>2. Upon completion, the employee shall report to DOH HR and complete required paperwork. The Management Liaison Specialist assigned to the employee's administration shall facilitate this process.</li> <li>3. The hiring manager shall meet the new employee, and show him/her to the official duty station, introduce the new employee to co-workers.</li> <li>4. The Management Liaison Specialist shall ensure the new employee's desk phone is activated, and the voice mail recording is updated.</li> <li>5. The Management Liaison Specialist shall ensure the new employee receives all items requested from DOH IT and the Office of Facilities Management (See Procedure A).</li> <li>6. On the employee's second day, he/she shall attend the DOH Orientation session in the human resources suite.</li> <li>7. The Management Liaison Specialist and new employee shall ensure all items on the Onboarding Checklists are complete, and address any outstanding items.</li> </ol>
<p><b>VII. Contacts</b></p>	<p>DOH Human Resources Officer- (202) 442-9241</p>

	<p>Chief Information Technology Officer- (202) 442-4805</p> <p>DOH Facilities Manager- (202) 442-9205</p>
<p><b>VIII. Related Documents, Forms and Tools</b></p>	<p>Onboarding Checklists</p> <p>IT Request Form</p>