

**County of San Bernardino
Department of Behavioral Health**

New Hire Policy

Effective Date 10/1995
Revision Date 03/20/08



Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health that **all** new employees attend both County and DBH orientations, which informs new hires of pertinent policies, procedures, and expectations. In addition, all new hires will receive assistance with the completion of all mandatory paperwork that is required for employment.

Purpose To inform staff responsible for hiring new employees and perspective employees of the mandatory new employee orientation (NEO) that all new employees need to complete upon start of employment with DBH.

Orientation Schedule County Orientation: 1st Monday of each pay period, 8 am – 5 pm
DBH Orientation: 1st Tuesday of each pay period, 8 am – 5 pm
If the 1st Monday is a holiday, then County orientation occur on the 1st Tuesday and DBH orientation will occur on the 1st Wednesday of the pay period

Note: If fewer than 5 employees are scheduled to attend DBH orientation, Payroll staff may cancel that orientation. New employees will be required to attend the next scheduled orientation.

Manager/Supervisor Responsibility Upon acceptance of a job offer from a perspective employee, the Manager/Supervisor will:

- Contact the Department Payroll section and inform them of the acceptance.
- Ensure new hire attend both orientations.
- Verify and maintain a copy of new hire's current credentialing, licensing, or registration (if required for the position hired).
- Verify completion of introductory eLearning courses and ensure employees complete [Employee Information Checklist](#) by 4th pay period WPE deadline.

Note: Hiring Staff will advise prospective employees that employment is contingent on successful completion of the physical examination and background check, if required.

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New Hire Policy, Continued

**Payroll Department
Responsibility**

The Payroll Department will maintain a centralized roster of names and start dates for all employees. The following table describes the Payroll process for new hires:

Stage	Description														
1	Schedule new hire for physical examination, County and DBH New Employee Orientation (NEO)														
2	Contact new employee with a DBH Welcome Letter (see template), which may include: <ul style="list-style-type: none"> • notification to attend the NEO, • instructions for reporting to work, • required documents to produce for Immigration and Naturalization Services (INS), • instructions for completing payroll and benefit forms, and • a copy of Dress Code Policy. 														
3	Assist new employees with completion of forms as required based on appropriate Checklist for New Hire on EMACS website														
4	Verify all required forms are completed and signed														
5	Submit forms to Human Resources (EMACS) and other departments as noted on Checklist for New Hire														
6	Send a HIPAA Staff Changes Notification List every week (of all new, terminated, or transferred employees for that week) to the following: <table border="1" style="margin-left: 20px; width: 100%;"> <thead> <tr> <th style="text-align: center;">Unit</th> <th style="text-align: center;">Purpose</th> </tr> </thead> <tbody> <tr> <td>Compliance</td> <td>Complete CMS application(s), if applicable</td> </tr> <tr> <td>Facilities and Property Management</td> <td>Control access to all DBH facilities</td> </tr> <tr> <td>Fiscal</td> <td>Position tracking</td> </tr> <tr> <td>Information Technology</td> <td>Establish or review access to DBH systems and applications</td> </tr> <tr> <td>Medical Director's Office</td> <td>Control authorization to write 5150's, if applicable</td> </tr> <tr> <td>Workforce Education & Training</td> <td>eLearning ID and New Hire Competencies</td> </tr> </tbody> </table>	Unit	Purpose	Compliance	Complete CMS application(s), if applicable	Facilities and Property Management	Control access to all DBH facilities	Fiscal	Position tracking	Information Technology	Establish or review access to DBH systems and applications	Medical Director's Office	Control authorization to write 5150's, if applicable	Workforce Education & Training	eLearning ID and New Hire Competencies
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New Hire Policy, Continued

**Employee
Responsibility**

Employees who are beginning employment with DBH must:

- Attend new employee orientations (NEO) as scheduled, which is considered the first day of work,
- Complete and submit all necessary forms and paperwork of employment, and
- Complete eLearning introductory courses and [Employee Information Checklist](#) by 4th pay period WPE.

Note: Employees transferring to DBH from within the County do not need to attend County orientation.

**Service Providers
Responsibilities**

In addition to regular employee responsibilities indicated above, service providers must also:

- Provide a National Provider Identifier (NPI) or confirmation of application for NPI. For more information regarding NPI or to apply, please go to <https://nppes.cms.hhs.gov/NPPES/> (internet access required)
- Complete [Staff Master Worksheet](#) found on the DBH Intranet at DBH Forms which is required for providing consumer services.

Note: Service Providers include those who will provide medical or other health services that furnish, bills, or are paid for health care in the normal course of business.

Related Policies

DBH SPM: HR 4016 - Dress and Grooming Policy
