

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0492 (AD)
Effective Date: 09-26-94
Person Responsible: Human Resources Coordinator

Subject: General Orientation
Last Revision: 01-25-2025

Approvals/Date: Brent Bauer 1/24/25
Superintendent, WCBDD Date

Julie Sprague 1/24/25
Department Director/Coordinator Date

- 1. All new employees will complete their new hire checklist documents assigned in the application tracking system prior to the in person conditional offer meeting. All new employees will attend a conditional offer of employment meeting after an offer of employment. Upon acceptance of the conditional offer of employment, each applicant will be given a schedule which delineates their physical examination information and appointment date, dates of required attendance for general orientation, and the date of the Human Resource employment intake which is contingent upon completion of all requirements of general orientation. At the end of the conditional offer of employment meeting, the new employee is immediately sent for drug testing.
2. All new employees will complete their Employee Emergency Contact Form 03-ALL-ALL-0067. These forms will be kept in a central location at the employee's primary work site. If the employee is unable to communicate the information, the form will be sent with the employee if transported for emergency treatment (copies are maintained by personnel).
3. All the topics are required per Ohio Administrative Code. During of General Orientation all employees will complete corresponding paperwork (03-ALL-ALL-0130; 03-ALL-ALL-0262; 03-ALL-ALL-0444; 03-ALL-ALL-0455; 03-ALL-ALL-0629; 03-ALL-ALL-0701; 03-ALL-ALL-0828; 03-ALL-ALL-0881; 03-ALL-ALL-0883; 03-ALL-ALL-0910); review employee handbook; complete payroll requirements; and a tour of Wood County Board of Developmental Disabilities Complex.
4. CPR/First Aid Training is required of all employees of the WCBDD and will be taught during General Orientation. If individuals other than staff (i.e. family members, volunteers, providers) elect to complete CPR/First Aide Training they must complete the WCBDD CPR/First Aide Release of Liability Form 03-ALL-ALL-0841.
5. All applicants are required to participate in Positive Supports First Training during General Orientation. If individuals other than staff (i.e. family members, volunteers, providers) receive Positive Supports First Training they must complete the WCBDD Positive Supports Release of Liability Form 03-ALL-ALL-0546.
6. Transportation Training will be completed during General Orientation if driving is an essential function of their position. See 02-ALL-ALL-0306 (VH) Staff Orientation Use of Vehicles training requirements and information.
7. Positive Culture Training is required of all employees of the WCBDD and will be taught during General Orientation.
8. All applicants must complete the required trainings in Learning Management System.
9. Failure to complete all segments of required general orientation will result in the offer of employment being rescinded or corrective action up to and including termination.

Reference: OAC 5123-2-01; OAC 5123-5-02; OAC 5123-5-03; OAC 5123-2-04; OAC 5123-5-05; OAC 5123-5-07; OAC 5123-2-08; OAC 5123-9-14; OAC 5123-9-15; OAC 5123-9-16; OAC 5123-9-17; OAC 5123-9-44

Procedures: 02-ALL-ALL-0495(AD); 02-ALL-ALL-0628(HR); 02-ALL-ALL-0849(SS); 02-ALL-ALL-0306(VH); 02-ALL-ALL-0606(VH)

Forms: 03-ALL-ALL-0067; 03-ALL-LL-0097; 03-ALL-ALL-0130; 03-ALL-ALL-0262; 03-ALL-ALL-0444; 03-ALL-ALL-0455; 03-ALL-ALL-0546; 03-ALL-ALL-0567; 03-ALL-ALL-0629; 03-ALL-ALL-0701; 03-ALL-ALL-0828; 03-ALL-ALL-0835; 03-ALL-ALL-0841; 03-ALL-ALL-0881; 03-ALL-ALL-0883; 03-ALL-ALL-0910; 03-ALL-ALL-0911; 03-ALL-ALL-0912; 03-ALL-ALL-0913; 03-ALL-ALL-0914; 03-ALL-ALL-0915

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