

CF OPERATING PROCEDURE
NO. 60-30, Chapter 1

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, January 2, 2018

Human Resources

NEW EMPLOYEE ORIENTATION PROCESS

1-1. Purpose. This operating procedure establishes the Department of Children and Families' New Employee Orientation Process.

1-2. Scope. This operating procedure applies to all Career Service (CS), Selected Exempt Service (SES), Senior Management Service (SMS), and Other Personal Services (OPS) employees in the Department of Children and Families.

1-3. References.

- a. Section 23.30, Florida Statutes (F.S.).
- b. Section 110.112, F.S.
- c. Section 110.235, F.S.

1-4. Definitions.

a. Employee. All Career Service (CS), Selected Exempt Service (SES), Senior Management Service (SMS), and Other Personal Services (OPS) employees of the Department of Children and Families.

b. New Employee Orientation Process (NEO Process). A two phase orientation process developed and managed by the Headquarters Office of Human Resources. The two phases are:

(1) Phase I – On-Boarding and Work Unit Orientation. An introductory welcome session for new employees to include interaction between the employee and their supervisor for the purpose of discussing policies, expectations and other topics and an introduction to the work unit.

Tool: Supervisor Instructions for New Employee Orientation.

(2) Phase II – New Employee Training and E-Acknowledgements. Series of on-line training programs and e-acknowledgments designed to orient new employees and introduce key policies and procedures. Required of all Department employees within ten (10) calendar days of his/her hire date.

1-5. General.

a. All employees new to the Department shall complete both phases of NEO within ten (10) calendar days of his/her hire date.

b. The NEO Process and its content will be developed and managed by the Headquarters Office of Human Resources. The Office will:

- (1) Prescribe the core curriculum, all documents, and forms that are part of NEO.

This operating procedure supersedes CFOP 60-30, Chapter 1, dated December 31, 2008.

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(2) Ensure that all NEO resources are posted on the Department's Human Resources web page.

(3) Provide development, implementation assistance, and tracking of all required training.

c. The Deputy Secretary, Chief of Staff, Inspector General, General Counsel, Regional Managing Directors, Hospital Administrators and Assistant Secretaries are responsible for implementing the NEO within their organizational unit. Activities include monitoring employees' participation to ensure successful completion within the established timeframes.

d. Department supervisors and managers are responsible for ensuring that their employees successfully complete Phases I and II within the required timeframes.

e. An employee's completion of NEO will be recorded in the Department's training tracking system.

BY DIRECTION OF THE SECRETARY:

(Signed Copy on File)

SHELBY JEFFERSON
Acting Human Resources Director

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This revision is to reflect changes in the (1) Department's Organizational Structure with language that reflects positions within the Regions, Mental Health Treatment Facilities, Headquarters and the change to Human Resources Service Center and (2) New Employee Orientation detailing Supervisor-led New Employee Orientation process.