

United States Department of Agriculture
Agricultural Marketing Service

Directive

4410.1

1/05/04

NEW EMPLOYEE ORIENTATION

I. PURPOSE

This Directive:

- A. Prescribes the distribution of orientation materials to new employees.
- B. Sets forth supervisor responsibilities for new employee orientation.

II. REPLACEMENT HIGHLIGHTS

This Directive replaces AMS Directive 381.1, Orientation of New Employees, dated 5/9/89. Changes are marked with asterisks.

III. OBJECTIVES

- A. The objectives of new employee orientation are to provide employees with information about employment in the Federal service, and to welcome and enhance integration of employees into the Agency.
- B. The first impressions formed by a new employee are vivid and lasting; therefore, an effective orientation is crucial to the successful integration of new employees into the organization. *New employees are more apt to support AMS' values and vision if they clearly understand the impact of their conduct and performance upon the successful achievement of the Agency's mission. Employees who understand their role and responsibilities generally want and choose to do their best.*

IV. DISTRIBUTION OF ORIENTATION MATERIALS

The Program Administrative Office and the Regional Offices shall provide new employees with orientation materials (see Part V, A). Orientation material may be distributed by mail or given directly to the employee at the time he/she enters on duty.

*Also, where feasible, new employees can be referred to the Marketing & Regulatory

Distribution: All AMS Offices

Originating Office: C&A/AMSTI

Programs Business Services, New Employee Orientation website (http://www.aphis.usda.gov/mrpbs/new_employee_orientation.html) to access orientation information via the Internet.*

V. SUPERVISOR RESPONSIBILITIES

Supervisors are responsible for performing the following duties, preferably within the first week that the new employee reports for duty:

- A. Ensure the employee has a copy of "Employee Responsibilities and Conduct, Appendix 1" (provided by the Program Administrative Office and Regional Offices).
- B. Provide information on the following topics:
 1. Requirements of the Position.
 - (a) *Work schedules/tours of duty* – Days and hours of work including lunch period, breaks, rotational assignments, etc.
 - (b) *Supervision* – Party(ies) responsible for providing both technical and administrative supervision to the employee.
 - (c) *Mission* – Functional assignment of the work unit and how it relates to other parts of the Program and AMS.
 - (d) *Position description* – Nature of the employee's assigned duties.
 - (e) *Work facilities* – Components of the physical work environment, e.g., dressing rooms, parking spaces, cafeteria, health facility, etc.
 - (f) *Operating a government vehicle* – Employee's responsibilities as related to use of a government vehicle in the performance of official duties, guidelines for operation, and procedures for handling emergency situations, addressing administrative requirements, etc.
 - (g) *Workplace attire requirements (if any)* – Wearing of designated items for sanitation, safety/personal protective equipment or identification purposes, e.g., gloves, lab coat, hair net, etc.
 - (h) *Identification card* – Procedures for obtaining authorized workplace identification.
 - (i) *Personnel action form* – Recognition and maintenance of important official personnel-related documents, e.g., SF-50 Notification of Personnel Action (when to expect them, and what to look for when checking for accuracy of information).
 - (j) *Performance plan (AD-435A)* - The elements and standards on which the employee will be rated, and the performance period.
 2. Pay and Leave.
 - (a) *Time and Attendance Report* – Policies, guidelines, reporting requirements and other procedures of the work unit.

- (b) *Salary payments* – When the employee can expect to receive the first salary payment and the procedure to follow if it is not received within a specified time frame.
 - (c) *Leave* – Types and purpose of leave, leave accrual categories, use of leave, procedures for requesting leave and authorizations for granting leave requests, procedures for notifying office if unable to report for work.
3. *Safety and Occupational Health Program.
- (a) *Legislation covering Federal agency safety and occupational health programs* – OSHA Act - Section 19; Executive Order 12196; and 29 CFR 1910 Part 1960.
 - (b) *Officials responsible for AMS safety program* – Designated Agency Safety and Health Official; Agency Safety Program Manager; and the Program’s Safety Representatives.
 - (c) *Employee’s rights and responsibilities* – Employees have certain rights and responsibilities for a safe and healthful working environment as mandated by OSHA.
 - (d) *Reporting unsafe and/or unhealthful working conditions* – How and to whom an unsafe/unhealthful working condition may be reported.
 - (e) *Accident/injury reporting* – How, when, and to whom an accident, injury, or near miss should be reported.
 - (f) *Employee training* - Programs shall provide appropriate safety and health training for employees.
 - (g) *Emergency procedures* – Who to call and what to do in specific emergencies.
 - (h) *Emergency Occupant Plan* – The written plan that delineates facility layout, evacuation routes, and procedures to follow in the event of an emergency.*
4. Conduct, Rights and Privileges.
- (a) *Employee responsibilities and conduct* – *Behavior expectations for an AMS/Federal Government employee and the responsibilities associated with their position and role in the Agency.*
 - (b) *EEO and civil rights* – Federal statutes, Department and Agency policies, directives, guidelines, procedures and processes, established to protect all employees against various acts of discrimination, including sexual harassment, within the hiring, employment and program delivery practices of AMS.
 - (c) *Workplace violence* – Policies and procedures for dealing with workplace violence threats and emergencies and how to contact professional emergency personnel or services when needed.
 - (d) *Alternative dispute resolution (AR)* – A confidential employee-designed program that serves as an option to the administrative

grievance process and the formal complaint process, for resolving workplace conflicts.

- (e) *Union affiliation* – Right to join or refrain from joining unions and whether or not employee is covered by a collective bargaining agreement.
- (f) *Freedom of Information Act and Privacy Act* – Purpose of these laws, relationship to their job and where to obtain more information on the subjects.

C. Express the importance of the employee's responsibility to read and understand all pertinent orientation materials, and assist the employee by clarifying AMS policies when questions arise.

D. Perform the following duties upon completion of the orientation discussion:

1. * Complete and have the new employee sign and date Form AMS-453, Orientation Checklist (see Attachment 1).
2. Forward the completed form to the Program Administrative Office. The Program Administrative Office will forward the form to the Servicing Personnel Office for filing in the employee's Official Personnel Folder. *

/s/

A. J. Yates
Administrator

Attachment