

Subject <b>NEW EMPLOYEE ORIENTATION</b>	Rev - <u>B</u>	SOP Number 0210
Approved By <u>John Busch</u>	Written By <del>SCOTT WAMSLEY</del> <u>Karen Berry</u>	Date <del>6/16/97</del> <u>8/21/2004</u> <u>08/23/04</u>
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## 1. **PURPOSE**

The purpose of this procedure is to identify USAeroteam's New Employee Orientation policy to ensure that guidelines on company policies, standards, and procedures are effectively communicated to new team members.

## 2. **SCOPE**

This procedure applies to general policies and procedures communicated to the new team member by the Human Resources department, along with activities that are to be developed by team leaders, in direct supervision of the new team member, to train on job specific tasks and functions within the company.

## 3. **DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION**

3.1 Human Resources

3.2 Team Leaders

## 4. **GENERAL**

4.1 All new team members are to be directed to the Human Resources department upon arriving for their first day of employment. Team leaders are responsible for ensuring that new team members are taken to Human Resources for the purpose of filling out required documentation.

## 5. **PROCEDURE**

5.1 Human Resources will provide the following documentation to the new team member for completion.

5.1.1 Hiring Date form

5.1.2 I-9 U.S. Employment Eligibility Verification

5.1.3 W-4 and IT-4 Employee Withholding Allowance Certificates

5.1.4 Veteran Status form

5.1.5 Non-Competition Agreement

5.1.6 Health Insurance/Waiver

5.1.7 Short-term Disability form

5.1.8 Life Insurance form

5.1.9 Handbook and Handbook Sign Off Form

5.2 Human Resources will review the procedure for Time Card Reporting (SOP 0260), Hazardous Material Communication (SOP 0250), and Accident Reporting (SOP 0240) with the new team member to ensure understanding.

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- 5.3 The Human Resources will complete Form 0210-1, and submit to the new Team member for acknowledgement signature.
- 5.4 The team leader directly supervising the new team member will instruct he/she on the responsibility of the job they are to perform.
- 5.5 The team leader will instruct the new team member on the location of company procedures that directly affect them, usage of the paging and phone system, (as applicable), and facility locations and information.
- 5.6 The team leader of the new team member will ensure that they are issued a copy of the team member quality manual. (See Quality Engineer)
- 5.7 The team leader of the new team member will identify any formal training required for completion of job functions and/or quality system requirements.
- 5.8 The team leader will review the Company Handbook with the new team member.
- 5.9 The team leader will complete Form 0210-2 and submit it to the new Team member for acknowledgement signature.

## 6. **RECORDS**

- 6.1 All personnel records will be filed in the Human Resources department.
- 6.2 All training records will maintained in accordance with SOP 6145, Training.

## 7. **FORMS**

- 7.1 Form 0210-1, New Employee Orientation Human Resources Checklist
- 7.2 Form 0210-2, New Employee Orientation Team Leader Checklist

## 8. **DEFINITIONS**

- 8.1 None

## 9. **REFERENCE DOCUMENTS**

- 9.1 SOP 0240, Accident Reporting
- 9.2 SOP 0250, Hazardous Material Communication
- 9.3 SOP 0260, Time Card Reporting

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9.4 SOP 6145, Training