

U.S. Fish and Wildlife Service  
Marquette Biological Station  
3090 Wright Street  
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U.S.A.

and

U.S. Fish and Wildlife Service  
Ludington Biological Station  
5050 Commerce Drive  
Ludington, Michigan 49431  
U.S.A.

and

Department of Fisheries and Oceans  
Sea Lamprey Control Centre  
1219 Queen Street East  
Sault Ste. Marie, Ontario P6A 2E5  
Canada

## **ADMINISTRATIVE OPERATING PROCEDURE**

### **PROCEDURE TITLE:**

Administrative Orientation of New Personnel

### **APPLICABILITY:**

Applies to all new employees at time of hire

### **PURPOSE:**

To insure that all new employees receive adequate orientation to the workplace.

### **PROCEDURE:**

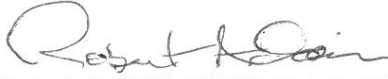
- I. Prior to employee arrival
  - A. Learn new employees' names.
  - B. Be sure employees' materials and paperwork are ready.
- II. First week of duty
  - A. Welcome new employees to the program, provide orientation package.
  - B. Explain program objectives.

- C. Outline employees' duties and responsibilities.
    - 1. Provide a copy of the employees' position descriptions.
    - 2. Discuss type of appointment.
  - D. Describe work hours, break periods, leave, overtime, and pay.
  - E. Discuss Safety Program.
    - 1. Provide employee access to Station Safety Plan.
    - 2. Stress the importance of on-the-job safety.
  - F. Ensure that employee completes essential personnel documents from the orientation package.
  - G. Introduce new employee to other employees and explain present employees' positions and duties.
  - H. Familiarize employee with facility.
  - I. Assign work space, trailer space, equipment, supplies, waders, etc.
  - J. Give employee copy of Employee's Handbook or provide them with the website to find all HR related information (<https://intranet.fws.gov/region9/bphc/hc/ops.html>).
- III. First month of duty
- A. Present employee with overall description of the Service and Program.
  - B. Arrange for the completion of necessary documents, such as State pesticide certification.
  - C. Have employee view employee orientation videos.
  - D. Discuss the performance plan with employee and secure signature.
  - E. Discuss career development and training with the employee.
  - F. Develop training plan and Individual Development Plan and secure signature.
  - G. Discuss with employee the rules of employee conduct.
  - H. Discuss the probationary period with the employee.
  - I. Discuss Worker's Compensation with the employee.
  - J. Discuss with employee the Federal Employee's Retirement System.
  - K. Discuss with employee the Employee Assistance Program and grievance procedure.
  - L. Discuss Equal Employment Opportunity with the employee.
  - M. Discuss Incentive Awards Program with the employee.

- N. Discuss with employee the Merit Promotion Plan for permanent employees.
- O. Explain to employee travel arrangements, field work hours and schedule, and where daily assignment schedule is posted. Explain to employee the need to review the daily assignment schedule immediately prior to their shift in the event that additional duties are assigned.
- P. Follow up on employee's progress; critique and discuss employees' questions.

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This procedure has been reviewed and approved by the undersigned representatives of the U.S. Fish and Wildlife Service and Fisheries and Oceans Canada.

REVIEWED/APPROVED  DATE 1-17-13  
Field Supervisor (U.S.)