

POLICY NAME ORIENTATION AND TRAINING

POLICY NUMBER 2.2.2

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

All new Ice Sports Center (ISC) employees will be required to complete the new-hire paperwork packet when they start work. Additionally, all employees are required to review and have general knowledge of applicable policies and procedures as described in the Employee Handbook as an introduction to the ISC, its operations, its personnel policies, and a review of employee benefits. Finally, all new hires must study the New Hire Training Manual and successfully complete the Point of Sale Exercises.

On-the-job instruction is given to all employees. Employees will also receive additional orientation about general MIC procedures. Managers and/or supervisors are experienced persons who will provide opportunities to learn the safest and best way of completing work assignments.

Employees are encouraged to take advantage of any applicable specialized training opportunities. A manager and/or supervisor can help determine the specific training needed in the job and assist in the appropriate planning of such training.

COMMENTS: