

Bethany Life Communities	Date Effective: 6-27-1999	Date Revised: 6-6-2008
<i>New Team Member Orientation</i>	Page 1 of 1	

### ***Policy Statement***

Each new team member shall receive a complete and informative orientation to Bethany Life Communities.

### ***Policy Interpretation and Implementation***

- All new team members are required to attend a general orientation prior to beginning any duties or orientation specific to the department in which s/he will typically work.
- The purpose of orientation is for the new team member to have basic knowledge about Bethany Life Communities, complete required forms and courses, and to get questions about employment answered.
- A Human Resources team member will schedule and conduct the general orientation.
- During the general orientation, the new team member will complete required forms. Among the required forms are:
  - Federal W-4 (related to withholding taxes and exemptions)
  - State W-4 (related to withholding taxes and exemptions)
  - Federal I-9 (supporting documents ensure legal eligibility to work in the United States)
- Additional orientation time may be required in most departments and will be scheduled and conducted by the department supervisor or designee.