MGH IHP New Employee Orientation for Faculty & Staff Employees

Phase 1: Day 1 Institute Orientation

9:00 – 9:15 Welcome and Introductions
   Overview of IHP New Employee Orientation and Agenda for the Day

9:15 – 9:40 MGH IHP Overview
   - Mission, Vision, Core Values
   - History/Key Dates
   - Key Facts and Figures

9:40 – 10:10 Human Resources Overview and Information
   - HR Service Support Model
   - Policies and Procedures
   - Payroll Information
   - PeopleSoft Self Service
   - Employee Services & PERKS
   - Transportation Options (Parking and MBTA discounts)

10:10 – 10:25 BREAK & Web Profile Picture with Office of Communications

10:25 – 10:40 Communicating at the Institute

10:40 – 11:05 Technology/Resource Navigation (HR & Office of Information Technology)

11:05 – 11:50 Benefits

11:50 – Noon Questions and Answers / Overview of next steps in orientation

Noon – 1:30 ID Badge pick-up & Lunch at Building 149

After lunch, you will report to your department to begin your department and job specific orientation.

Phase 2: Online Institute Orientation Modules

- **1st week**: (Tip: block times on your calendar to complete these trainings in your first week).
  - HIPAA: Privacy and Security (20 Minutes)
  - General Safety (Including Fire Safety) (25 Minutes)
  - FERPA Training (35 Minutes)

- **1st month**: (Tip: block times on your calendar to complete trainings by the end of your first month).
  - Infection Control (25 Minutes)
  - Compliance (10 minutes)
  - MGH Code Silver – Active Shooter Training (25 Minutes)
  - Employee Assistance Program (10 minutes)

- **1st Six Months**: 
  - [Academic Annuity Plan](#) – Faculty
  - [Cash Balance Retirement Plan](#) – Staff

*These trainings will be completed online in HealthStream. Instructions for how to go in and complete these trainings will be provided at Day 1 orientation.

**You will be sent this module/training separately from the other 6 trainings you are to complete in your first week and month.

***Be sure to visit your retirement plan website based on your role group. Your New Hire Check List and Employee Resource Guide contain links to online information on both of the generous retirement options listed above. Become familiar with these important retirement benefits and other 403b retirement options. After you have reviewed, staff should contact their HR Rep with any questions related to the Cash Balance Retirement Plan and faculty should contact their designated Professional Staff Benefit Rep listed [here](#) for any questions about the Faculty Academic Annuity Plan.
Phase 3: Social/Interactive Institute Orientation Modules

- Department Overviews/New Hire Connections Meetings will be held 4 times a year during the academic year (Sept – May)***

- Monthly Institute Social from 4pm-5pm during academic year ~ each month a designated department hosts a social hour for IHP faculty and staff to connect and have some FUN with fellow colleagues.

- President Bellack’s Group Faculty/Staff Lunch ~ during the academic year, President Bellack invites small groups of faculty and staff to join her for a lunch meeting. You will be contacted to attend a lunch over the course of your first year.

*** IHP Department Overview/New Hire Connections:
Dates will be made available in early September. The first 10 minutes will be devoted to new employee introductions and sharing any tips or advice to new colleagues about the IHP. 45 minutes will then be devoted to learning about key IHP departments presenting. HR Reps are available at these sessions too for any HR related questions you may have. You will receive reminder announcements for these events.