

## MGH IHP New Employee Orientation for Faculty & Staff Employees

### Phase 1: Day 1 Institute Orientation (Generally 9am – Noon may be longer depending on orientation size)

Welcome and Introductions

Overview of IHP New Employee Orientation and Agenda for the Day

MGH IHP Overview

- Mission, Vision, Core Values
- History/Key Dates
- Key Facts and Figures

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)

BREAK & Web Profile Picture with Office of Communications

Communicating at the Institute

Technology/Resource Navigation (HR & Office of Information Technology)

Benefits

Questions and Answers / Overview of next steps in orientation

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

- **1<sup>st</sup> 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)
- **1<sup>st</sup> 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)
  - Title IX – Sexual Harassment Training (20 minutes)
- **1<sup>st</sup> 3 Months\*\***:
  - [Cash Balance Retirement Plan](#) – Faculty Employees
  - [Cash Balance Retirement Plan](#) – Staff / Weekly Paid Employees

*\*These trainings will be completed **online** in HealthStream. Instructions for how to go in and complete these trainings are covered in day one and a guide for accessing HealthStream is in the Systems Guide tab of your orientation binder.*

*\*\*This information is available on the benefits website*

*(see other side)*



## Phase 3: Social/Interactive Institute Orientation Modules

- 2-3 times a year, the HR Department will host New Hire Connections meetings on special topics relevant for new faculty and staff to the IHP. These sessions are designed to give new hires the chance to meet other new hires and learn about resources and connections at the IHP.
- 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.*