

# **NEW EMPLOYEE INFORMATION**

## **IDENTIFICATION CARDS**

Your identification card is issued after successful completion of the OSHA Training. Identification badges must be worn at all times. If you lose your identification card, please notify the Security Department and it will be replaced. Employees must return their identification cards upon termination. Affiliation Employees must contact the appropriate Affiliation Office to obtain their Identification badge.

## **ORIENTATION BY THE HUMAN RESOURCES DEPARTMENT**

Each new employee attends an orientation program conducted by the Human Resources Department or Affiliation Office. The program is scheduled during the first weeks of employment. At this time, employees receive general information regarding policies, benefits and College services. Benefit program enrollment also takes place, and any unanswered questions can be addressed during the orientation.

## **PHYSICAL EXAMINATION**

A post-employment physical examination is required for employment at New York Medical College. This exam is performed in the Health Services Department for Valhalla employees and at the affiliation hospitals for affiliation employees at no cost to the employee. Laboratory tests and immunizations are included in the physical exam.

## **OSHA TRAINING**

The College mandates all new employees to attend a safety training class given by the Environmental Health & Safety Department. It is here that you will be educated on such topics as but not exclusive to: Asbestos Awareness, Radiation Safety, Bloodborne Pathogens, and Employee Emergency Action Plans.