



PROFESSIONAL DUTIES AND RESPONSIBILITIES

Date:

October 18, 2021

By Direction Of:

Lucas M. Miller, State Inspector General

A. Purpose & Scope.

To establish the Office of State Inspector General's (OSIG) requirements for employees while performing their job duties. This policy applies to all OSIG staff. Failure to abide by this policy may result in disciplinary action up to and including termination.

B. Policy.

All newly hired employees will receive an orientation introducing them to the OSIG. This orientation will include information on:

- The OSIG's mission, vision and values;
- Working conditions, rules, regulations, policies and procedures; and
- Rights and responsibilities of employees.

All newly hired employees must also complete the new employee onboarding process conducted by the Office of Administration.

All newly hired employees will receive training that may include classroom instruction or on-the-job training, or a combination of both, depending upon the employee's job duties and responsibilities. Additionally, training will be conducted on an as needed basis to ensure understanding of job duties or to provide training on changed or new duties.

Employees will also be notified of changes in OSIG or Executive Office policies and procedures via an OSIG Change Notice.

All OSIG employees must be aware of and perform all assigned duties in compliance with all applicable Management Directives and Manuals, Federal and State Laws and Regulations, and OSIG manuals, policies and procedures.

C. Additional Information.

Any questions concerning this policy should be directed to your supervisor.
