Reference : ADMINISTRATIVE SERVICES - MIS
Section : ADMINISTRATIVE SERVICES
Title : NEW EMPLOYEE ORIENTATION
Policy Number : 06-01-10
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I PURPOSE

The mission of MIS is to provide the NFTA, its branch operations and business centers, with business systems analysis and automation to achieve efficient, timely, and reliable system solutions at a reasonable cost. The Goal of the MIS department is to improve organizational productivity and performance through more effective and consistent application of integrated technology.

The vision of the MIS Department is to maximize the use of proven technology in the effective and efficient provision of transportation services.

II POLICY

The MIS Department will make every attempt to coordinate its orientation program for new employees with the Human Resources Department and New Employee Department managers. The orientation will consist of:

A. A brief overview of the services provided by the MIS Department
B. Brief training on accessing authority network services
C. Brief training on the authority email system
D. In the case of employees that will access the MIMS system, training will be coordinated and provided by either MIS support staff or the employee's work department.

MIS Orientation Package:

This is a compilation of useful information for a new Authority employee. At the very minimum it will contain the MIS Departmental Reference Manual and Lotus Notes Users Manual.

MIS Departmental Reference Manual contents:

a. MIS Mission Statement
b. MIS Vision
c. MIS Location
d. Support staff contact information
e. Instructions on the use of Intranet
f. Software Standards
g. Help Desk number and process
h. Hours of Operation
i. Required forms and MIS user related policies and procedures
10. Request For Services
11. Use of Internet
12. Computer and Network Access and Use
13. Password Policy
14. RDL Request Form

Termination of Access:

Access to the Authority network is a privilege that may be granted or withdrawn by the Authority at any time. Upon the termination of an employee's employment at the Authority, either the work department manager or Human Resources MUST notify the MIS department. The employee's access to all NFTA computer systems and network will be disabled. Notification should be submitted to the Manager, MIS, using the "Employee Access to Computer Systems Request Form".