



STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
25 SIGOURNEY STREET • HARTFORD, CONNECTICUT 06106-5033

TO: Department of Social Services Employees
FROM: Diane Benedetto
Director of Finance & Administration
DATE: December 3, 2013
RE: New Employees

As the Director responsible for Human Resources, I would like to welcome you to our agency. We have an excellent Department with dedicated and competent staff who provide a broad range of services to the elderly, persons with disabilities, families and individuals in need of assistance in order for them to achieve self-direction, self-reliance and independent living.

Your designated Human Resources Liaison will be providing you with a New Employee Orientation package that includes information on the Department, our vision statement and mission, state and federal policies as well as employee benefits information that are available to you.

As a new employee you will also be required to attend training that will not only ensure that you have the tools necessary to meet our clients needs, but ensures that you are fully educated on Department policies as well as state and federal policies/regulations that you will need to know pertaining to your responsibilities as a Department employee. Training will be provided through our Organizational Skills and Development Division that will include the following mandatory trainings:

- Welcome to DSS – Vision, Mission Values and Your Role
- Health Insurance Portability and Accountability Act (HIPAA) – Privacy
- Health Insurance Portability and Accountability Act (HIPAA) – Security
- Sexual Harassment
- Affirmative Action
- Workplace Diversity and Cultural Responsiveness
- State Code of Ethics
- American with Disabilities Act (ADA)
- Workplace Violence
- Confidentiality
- Introduction to Public Welfare Policy: Past and Present

Again, welcome and please feel free to contact your designated human resources liaison should you have any further questions.