



Policy # 53027

NEW EMPLOYEE ORIENTATION

Effective Date: June 18, 2003

Revised Date: June 19, 2009

Responsible Office: Human Resources

Division: Finance

I. PURPOSE/OBJECTIVE

To ensure that new employees are oriented to the campus and to their positions. This is critical to establishing successful, productive working relationships.

II. STATEMENT OF POLICY

- A. All employees appointed as regular, probational, fixed term, job appointment, semester appointment, and temporary appointments that exceed three months shall attend a formal group New Employee Orientation pursuant to announced schedule from the Office of Human Resources.
- B. All other employee appointment types shall attend an individualized New Employee Orientation which is scheduled by the Office of Human Resources.
- C. Orientation will address employment benefit eligibility (insurance, retirement and leave) and employment policies and procedures, including sexual harassment, violence in the work place, blood borne pathogens, and other safety issues, and instructions on completing required HR/Payroll documents.
- D. The New Employee Orientation is also designed to:
 - 1. Foster an understanding of the campus culture, its values, and its diversity
 - 2. Help the new employee develop a positive working relationship by building a foundation of knowledge about the University's mission, objectives, policies, organization structure, and functions
 - 3. Help employees make a successful adjustment to the new job
 - 4. Help the new employee understand his/her role and how he/she fits into the total organization
 - 5. Help the employee achieve objectives and shorten the learning curve
- E. New employees who do not attend the respective New Employee Orientation (See A and B above) may not be paid.