

Policy 2-3 Rev. 6
Date: December 10, 2001

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Subject: **ORIENTATION PROGRAM FOR NEW STAFF EMPLOYEES**

I. PURPOSE

To provide newly hired permanent staff employees with valuable, standardized information that will enable new employees to become fully contributing members of the University.

II. POLICY

- A. All newly hired permanent staff employees shall attend the orientation program for new staff employees sometime during their first week of employment with the University. Reinstated staff employees who are returning to University employment after an absence of more than 12 months are also expected to attend the orientation program.
- B. The orientation program shall provide new staff employees with an overview of the university, information regarding policies and procedures, and presentation on diversity, recognizing and dealing with equal opportunity issues, workplace safety, parking regulations and services, salary administration and pay policies, and benefits programs. Additional information may be included if deemed appropriate.
- C. The Human Resources Division is responsible for the orientation of all new staff employees.
- D. All campus supervisors are responsible for providing site specific new hire orientation on the following, but not limited to:
 - 1. Emergency evacuation procedures;
 - 2. Hazard Communication/Laboratory Chemical Hygiene (as appropriate);
 - 3. Personal Protective Equipment use (as appropriate);
 - 4. Reporting on the job hazards, injuries, and illnesses;
 - 5. Work rules specific to the work unit.

III. PROCEDURES

- A. Newly hired and reinstated staff employees will be scheduled for orientation by the appropriate human resources administration office. Special arrangements will be made for staff employees working in "off-site" locations.

Approved: Board of Trustees 12/10/01

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