

Policy 5-103: Orientation Program for New Staff Members

I. Purpose

To provide newly hired Staff Members holding Benefits Eligible positions with valuable, standardized information that will enable them to become fully contributing members of the University.

II. Policy

- A. All newly hired Staff Members holding Benefits Eligible positions shall attend the orientation program sometime during their first week of employment with the University. Reinstated Staff Members holding Benefits Eligible positions 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 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 Staff Members holding Benefits Eligible positions.
- 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. Procedure

- A. Newly hired and reinstated Staff Members holding Benefits Eligible positions will be scheduled for orientation by the appropriate human resources administration office. Special arrangements will be made for Staff Members holding Benefits Eligible positions working in "off-site" locations.

[Note: Parts IV-V of this Regulation (and all other University Regulations) are Regulations Resource Information – the contents of which are not approved by the Academic Senate or Board of Trustees, and are to be updated from time to time as determined appropriate by the cognizant Policy Officer and the Institutional Policy Committee, as per Policy 1-001 and Rule 1-001.]

IV. Contacts

The designated contact officials for this Policy are:

- A. Policy Owner (primary contact person for questions and advice): Director of Employee Services for Human Resources
- B. Policy Officer: Chief Human Resource Officer

These officials are designated by the University President or delegee, with assistance of the Institutional Policy Committee, to have the following roles and authority, as provided in University Rule 1-001:

"A 'Policy Officer' will be assigned by the President for each University Policy, and will typically be someone at the executive level of the University (i.e., the President and his/her Cabinet Officers). The assigned Policy Officer is authorized to allow exceptions to the Policy in appropriate cases.... "

"The Policy Officer will identify an 'Owner' for each Policy. The Policy Owner is an expert on the Policy topic who may respond to questions about, and provide interpretation of the Policy; and will typically be someone reporting to an executive level position (as defined above), but may be any other person to whom the President or a Vice President has delegated such authority for a specified area of University operations. The Owner has primary responsibility for maintaining the relevant portions of the Regulations Library... [and] bears the responsibility for determining -requirements of particular Policies... ." University Rule 1-001-III-B & E

V. History

Renumbering: Renumbered as Policy 5-103 effective 9/15/2008, formerly known as PPM 2-3.

Revision History:

Current Version Revision 6

Effective Date: December 10, 2001 to present

Editorially revised: October 11, 2011 (Editorial changes were made to this document to reflect the changes in employee definitions as set forth in [Policy 5-100.](#))

Earlier Versions:

[Revision 5](#): effective November 9, 1998 to December 9, 2001