

## Policy 5-103: Orientation Program for New Staff Members

Revision 7. Effective date: July 1, 2024

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### I. **Purpose and Scope**

#### A. 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.

#### B. Scope.

[reserved]

### II. **Definitions**

[reserved]

### III. **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 the University's mission, 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.

#### **IV. Procedures**

- 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.
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*Sections V- VIII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.*

## **V. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources**

- A. Policies/ Rules. [ *reserved* ]
- B. Procedures, Guidelines, and Forms. [ *reserved* ]
- C. Other Related Resources. [ *reserved* ]

## **VI. References**

- A. [ *reserved* ]

## **VII. Contacts**

The designated contact officials for this Regulation are

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

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

## **VIII. History**

Revision History.

- A. Current version. Revision 6.
  - 1. Approved by –Effective Date December 10, 2001.
- B. Previous versions.
  - 1. Revision 6. Effective Date: December 10, 2001
    - a. Editorial Revisions

- i. Editorially revised January 25, 2023 to move to current regulations template.
  - ii. Editorially revised October 11, 2011 to reflect the changes in employee definitions as set forth in Policy 5-100.
2. Revision 5. Effective Date: November 9, 1998
- C. Renumbering
1. Renumbered from Policy and Procedures Manual 2-3.