Policy Name: New Employee Orientation

Policy Number: 11.17

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/23/2013

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration / Human Resources

Purpose of Policy (what does it do): This policy exists to ensure that the new employees receive sufficient orientation to enable them to perform their assigned duties.

Reason for the addition, revision, or deletion (check all that apply):
- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Procedures described in the policy have been removed. The process has been summarized.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Glenda Herrington, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
New Employee Orientation

Original Implementation: September, 1990
Last Revision: April 23, 2013, April 12, 2016

The purpose of this policy is to ensure that new employees receive sufficient orientation to enable them to perform their assigned duties. It is the responsibility of each department to require new employees to participate in the new employee orientation. The hiring department is responsible for scheduling new employees for orientation with Human Resources prior to the new employee’s first day of employment. New employee orientation is normally held on Monday mornings in the Human Resources department.

1. The first orientation session is conducted by Human Resources on or before the first day of employment. In this session, the new employee receives detailed information about SFA, completes a new employee orientation packet which includes their benefit selections including medical benefits, retirement, payroll information, U.S. Citizenship and Immigration Services (I-9), receives information about required trainings (including EEO), and other information important for new employees and attends mandatory trainings. The new employee must bring documents to the orientation session that verifies their identity and authorization to work to satisfy the I-9 requirements. The employee must complete the first section of the I-9 on or before the first day of employment. They should also plan to bring relevant information with them to enroll any eligible dependents in health insurance (such as birth dates, social security numbers and addresses).

2. The second orientation session is the departmental employee orientation, conducted within the first six weeks of employment by the employee’s immediate supervisor. This session is provided to acquaint the new employee with university policies and procedures, departmental details, and information regarding the expectations for performance of the job duties. The supervisor should use the "New Employee Orientation Checklist" provided by Human Resources to ensure they have covered all the essential information needs of the new employee. The completed checklist Human Resources will provide the department with a checklist describing the appropriate topics to cover with the employee. The checklist should be returned to Human Resources upon completion and will become a permanent part of the employee’s personnel file. Each department should maintain a copy for their files.

While orientation is required for all new employees, the supervisor should maintain flexibility as to the extent of the orientation sessions, i.e., individuals having previous university employment may not require the in-depth training that would be needed by a first-time employee. At the supervisor’s discretion, an employee transferring from one university department to another may be required to participate only in the departmental employee orientation (see No. 2 above).
Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: New Employee Orientation Checklist (available in Human Resources)

Board Committee Assignment: Academic and Student Affairs