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: 4/12/2016

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

Purpose of Policy (what does it do): The policy outlines the process by which the university provides relevant information about the university, benefits and job expectations to new employees.

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: The policy was updated to document a two session process of orienting new employees.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, 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 12, 2016/April 30, 2019

Purpose

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 hiring department to require new employees to participate in the new employee orientation.

General

The human resources department orients new employees to SFA in two different sessions: A benefit information session and a “Welcome Jacks” orientation session. The hiring department is responsible for scheduling the new employee for each orientation session with human resources prior to the new employee’s first day of employment.

General

The first benefit information orientation session is conducted by the Human Resources department on or before the first day of employment. In this session, the new employee receives detailed information about SFA benefits and retirement options available to new employees, including medical benefits, retirement, payroll, required trainings (including EEO), and other information important for new employees.

The second orientation session, “Welcome Jacks” orientation is conducted within the first six months of employment by the employee’s immediate supervisor. This session provides the department orients new employees with an in-depth review of SFA’s mission, vision, history, culture, policies, procedures, and traditions, university policies and procedures, departmental details, and information regarding the expectations for performance of the job duties.

The Human Resources department will also provide the hiring departments with an orientation checklist that details describing the appropriate topics to cover with all new employees. The checklist requires hiring departments to provide new employees with information regarding department details, training requirements and information regarding the expectations for performance of the job duties. The checklist should be returned to human resources upon completion.
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.

**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