

STEPHEN F. AUSTIN

STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

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: 4/30/2019

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

Purpose of Policy (what does it do): 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.

Reason for the addition, revision, or deletion (check all that apply):

Scheduled Review Change in law Response to audit finding

Internal Review Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor changes to reflect current process.

Reviewers:

Judith Kruwell, Interim Vice President for Finance and Administration

John Wyatt, Interim Human Resources Director

Damon Derrick, General Counsel

New Employee Orientation

Original Implementation: September 1990

Last Revision: April 1230, 202249

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 *general* ~~“Welcome Jacks”~~ orientation session. The hiring department is responsible for scheduling the new employee for each session with human resources.

The benefit information session is conducted by the human resources department ~~on or~~ before or within the first 30 days of employment. In this session, the new employee receives detailed information about SFA benefits and retirement options available to new employees.

The *general* ~~“Welcome Jacks”~~ orientation is conducted within the first ~~60 days~~ month of employment by the human resources department. This session provides the new employee with ~~information~~ an in-depth review of SFA’s mission, vision, history, culture, policies, procedures, and traditions.

The human resources department also provides hiring departments with an orientation checklist that details appropriate topics to cover with all new employees. The checklist requires hiring departments to provide new employees with *department-specific* 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 *and it will be filed in the employee’s personnel file.*

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 *only need to complete the orientation checklist* ~~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