

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 5

TITLE: New Employee Orientation

EFFECTIVE DATE: July 1, 2014

DATE REVISED: September 20, 2017

1. **PURPOSE:** This procedure provides an outline of the information provided during new employee orientation and the timeline in which it is provided.

2. PROCEDURE:

A. For all Regular Employees

- i. Human Resources (HR) will notify the supervisor and confirm a date with the new employee for New Employee Orientation.
- ii. An email will be sent to the new employee from HR confirming the date of orientation and will list the information that the employee needs to have with them for completion of paperwork.
- iii. An orientation session will be held by Human Resources within the first month of employment for benefits-eligible employees. The Office of Human Resources will provide a Departmental Orientation Checklist to the supervisor during the employee's first week.
- iv. New Employee Orientation will consist of an overview of the following information provided by the responsible party:

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|---|---------------------|
| New Employee Welcome Presentation | Human Resources |
| Completion of New Hire forms | Human Resources |
| Benefits Presentation | Human Resources |
| Sexual Harassment/Title IX Training | Human Resources |
| Crisis Response Manual | Human Resources |
| Tour of Campus(es) with introductions | Supervisor |
| Departmental Orientation | Supervisor |
| Technology: Phone system, email, BANNER, etc. | Technology Services |

B. For NONCLASSIFIED Employees

Position Description Review Supervisor

C. For CLASSIFIED STAFF

DOP EPA-1 Form and PIQ review Supervisor
Classified Staff Handbook Human Resources
Classified Staff Council Chair, Classified Staff Council

D. For FACULTY

Faculty Handbook Human Resources
Faculty Senate Chair, Faculty Senate

RELATED POLICIES AND/OR PROCEDURES:

RESPONSIBLE OFFICE: Human Resources; Supervisors

APPROVED BY: President's Cabinet and Extended Cabinet