



Administrative Procedure

Number:	365
Effective:	7/7/83
Supercedes:	
Page:	1 of

Subject: ORIENTATION

1.0. PURPOSE:

To establish the policy and procedure for providing orientation for University employees.

2.0. ORGANIZATIONS AFFECTED:

2.1. All Units of the University, excluding auxiliary organizations.

2.2. Units requesting orientation or reorientation in specified subject areas.

3.0. REFERENCES:

University and Colleges Administrative Manual (UCAM), Section 5510.01.

4.0. POLICY:

4.1. The University will provide all employees an orientation to campus and system policies, procedures, and services through an orientation program.

4.2. All new employees are required to attend a University orientation session no later than the second month of employment. Other employees are encouraged to attend orientations periodically for a refresher on various topics.

5.0. DEFINITIONS:

N/A

6.0. RESPONSIBILITIES:

6.1. The Office of Personnel Management and Services will schedule and provide an orientation for new employees on various policies and procedures and employee benefits.

Approved:

Date:

- 6.2. Campus units which have frequent employee contact will be invited to provide greetings and information to new employees and others, as appropriate.
- 6.3. School and Department Administrators will allow employees to attend orientation sessions.
- 6.4. Supervisors will initiate a departmental orientation during the employee's first week on the job.
- 6.5. New employees will attend the University orientation as scheduled. Continuing employees may attend sessions when a subject is applicable and/or of interest to them.

7.0. PROCEDURES:

7.1. Personnel Management and Services will:

- 7.1.1. Distribute to the department supervisor through campus mail the Supervisor's Orientation Checklist form (OPS-015D) at the time of an employee's appointment or promotion.
- 7.1.2. Notify the new employee of general University information when processing the employee's appointment forms.
- 7.1.3. Schedule the employee to attend the next regularly scheduled University orientation presentation.
- 7.1.4. Announce scheduled dates and topics in advance of the orientation session.

7.2. The Supervisor will:

- 7.2.1. Request the supervisor's Orientation Checklist form (OPS-015D) from the Office of Personnel Management and Services in the event that it is not delivered prior to the employee's first day.
- 7.2.2. Welcome the employee to the unit and begin the process of unit orientation using the Supervisor's Orientation Checklist form as a reference in briefing the employee on various policies and procedures applicable to the unit (See Appendix 8.1.).
- 7.2.3. Ensure that a discussion has taken place on each applicable item prior to the end of the first pay period.

- 7.2.4. Sign and have the employee sign the signature block on form OPS-015D.
- 7.2.5. Maintain the form in the department and use as a basis for the first performance appraisal.
- 7.2.6. Ensure that the new employee attends the University orientation as scheduled.

8.0. APPENDICES:

- 8.1. Supervisor's Orientation Checklist, (OPS-015D).