NEW EMPLOYEE ORIENTATION

PURPOSE: To introduce all newly hired employees to the University, its Mission, organizational structure, programs, and policies, and familiarizes them with the value of their fringe benefit program.

POLICY: Orientation shall be provided for all new employees, both individually as well as in group settings with Senior Staff, in order they may relate their position to other University operations, to relate the importance of their role in collectively accomplishing University goals, and to instill the importance of a service-to-student-attitude, while incorporating them into the university community.

DATE APPROVED: July 7, 1999
DATE REVIEWED: September 1, 2007

PRACTICES & PROCEDURES:

I. The Manager of Human Resources or delegate shall be responsible for new employee orientation.
A. All new employees will meet privately with a Human Resources representative on their starting day, or shortly thereafter.
   1. All mandatory Federal and University employment forms shall be completed and signed, to meet all statutory requirements and deadlines.
   2. All necessary enrollment forms in the fringe benefit packet previously sent will be collected at this point, and any questions answered.
   3. The “Faculty – Staff Checklist” form shall be signed and dated, a copy shall be issued to the new employee and the original will be entered in the employee's personnel folder.
B. All employees will be directed to the Administrative Policies Manual located on the Human Resources website, and will sign the “Checklist for Personnel Folder” acknowledging that they are responsible for reviewing its contents. Any questions following review of the manual should be directed to their supervisor or a member of the Human Resources staff. Faculty can obtain a copy of the Collective Bargaining Agreement from the Rindge Faculty Federation President.

II. Immediate supervisors shall share in the responsibility for new employee orientation.
A. The employee will be personally introduced to all the other departmental co-workers as well as other employees with whom the person will be working.
B. Supervisors shall conduct private meetings with new employees answering questions and covering:
   1. Job responsibilities and expectations shall be discussed in detail.
   2. New employees shall be apprised of their relationship to the department's function, goals, and practices as they relate to the mission of the university.
   3. All necessary departmental safety information as may be required in accordance with Federal regulations shall be communicated.