


<p>Name of Policy: <u>New employee orientation.</u></p> <p>Policy Number: 3364-25-07</p> <p>Approving Officer: President</p> <p>Responsible Agents: Vice President for Human Resources and Campus Safety</p> <p>Scope: All University of Toledo Campuses</p>	 <p>Original Effective Date: July 28, 2008</p>
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<input type="checkbox"/> New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

All newly hired permanent staff (non-faculty) will be scheduled to attend a mandatory new employee orientation. To the extent possible, new staff must attend orientation the first day of employment or the first available date orientation is scheduled.

Human resources must approve departmental requests to begin new staff before orientation. Persons are prohibited from beginning work until all steps of the pre-employment process are completed and have been reported by human resources to the hiring department.

(B) Purpose of policy

The new employee orientation provided by human resources is designed to welcome new staff and begin the process of assimilating them to The University of Toledo.

(C) Procedures

(1) General information

Human resources will present a general orientation that introduces new staff to the mission and vision of The University of Toledo and The University of Toledo Medical Center; provide an overview organizational structure and pertinent general policies and procedures; and present information regarding employee benefits and provide relevant enrollment documents. Additionally, for health science campus new employees, human resources will explain fire, disaster codes, incident reporting and general infection control and some relevant safety standards.

(2) Health science campus

Human resources will contact the (department/employee) to schedule the orientation. The orientation program may last up to one full day.

All new employees on the health science campus are expected to complete employee health requirements by the first day of work. If these are not completed the employee may be relieved from duty until the requirements are complete. The requirements include:

- 2 step PPD (TB test)
- Proof of rubella (measles) immunity
- Proof of varicella (chicken pox) Immunity
- Hepatitis B immunity (if job has exposure to blood or body fluids)
- Tetanus within the last ten years for animal handlers
- T-DAP if greater than 2 years since last received

(3) Main campus

Departments must provide the new employee with the dates and locations of the university's orientation program offered by human resources, and contact human resources to schedule the employee in the program. New orientations are held bi-weekly.

(4) Department responsibilities

Each department is responsible for providing new staff an orientation specific to the departmental unit. The department orientation focuses on job responsibilities and competencies, department specific safety policies and procedures, and performance expectations.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs President</p> <p><u>August 12, 2008</u> Date</p> <p>Review completed by: <i>Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>05-002 Orientation (New Employee) (former Health Science Campus Policy, previous revision date 3/18/04)</i></p> <p>Initial effective date: July 28, 2008 Review/Revision Date: Next review date: July 28, 2011</p>
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