Name of Policy: **New employee orientation.**

Policy Number:  3364-25-07

Approving Officer:  President

Responsible Agents:  Vice President and Chief HR Officer

Scope: The University of Toledo – All Campuses

Review date: October 13, 2016

Original Effective Date: July 28, 2008

(A) Policy statement

All newly hired regular 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 and talent development 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 and talent development to the hiring department.

(B) Purpose of policy

The new employee orientation provided by human resources and talent development 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 and talent development 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 and an in-depth discussion of the University of Toledo’s core values; provide an overview
organizational structure and pertinent general policies and procedures including 3364-50-01 The University of Toledo's Title IX policy; and present information regarding employee benefits and provide relevant enrollment documents. Additionally, for health science campus new employees, human resources and talent development will explain fire, disaster codes, incident reporting and general infection control and some relevant safety standards.

Human resources and talent development will contact the (department/employee) to schedule the orientation.

The orientation program may last up to one full day.

New orientations are held bi-weekly.

(2) 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.

Approved by:

Sharon L. Gaber, Ph.D.
President

October 13, 2016
Date

Review completed by:
Senior Leadership Team
Vice President for Administration, Human Resources

Policies Superseded by This Policy:

Previous 3364-25-07, effective date
May 13, 2016

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