


**UNIVERSITY OF TOLEDO
FACILITIES AND CONSTRUCTION**

Section:	Administrative	Procedure Number:	ADM-58
Subject:	New Employee Training	Effective Date:	June 1993
		Revised Date:	October 2016
Facilities Officer:		Reviewed Date:	December 2019

Standard Operating Procedure

Specific procedures will be implemented to ensure that new employees are trained in departmental policies and procedures and work rules.

Purpose

To ensure that adequate information is given and received by new personnel so they may adequately perform their newly assigned duties in a safe and workman like manner without jeopardizing the operation of the physical plant.

Procedure

1. All new employees within the Facilities & Construction Team will receive training that is specific to their duties and responsibilities by the Manager of the Section for which they report or through their immediate supervisor.
2. All training will consist of a tour of the physical plant, introductions to the appropriate staff and immediate access to the Facilities Policy and Procedure Manuals for reading of all administrative and pertinent section policies.
3. All time spent training, reading policies and becoming familiar with the general layout of the physical plant will be documented as "newly hired" training within the Work Control Center.
4. The Manager of the section which the new employee has been assigned will be the authorized person to assign work to the new employee until the manager feels the supervisor has a working understanding of the abilities of the new employee. All new employees must work with a veteran employee until both the manager and the immediate supervisor approve letting the new employee work independently.
5. All new employees with the Facilities and construction team will attend the institutional UT New Employee Orientation training.