


Name of Policy: New employee orientation Policy Number: 3364-25-07 Approving Officer: President Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo Campuses		 Effective date: September 3, 2025 Original effective date: July 28, 2008	
Keywords: new staff; orientation; rehires			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(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 on the first day of employment or the first available date orientation is scheduled.

The human resources department (HR) 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 HR to the hiring department.

(B) Purpose of policy

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

(C) Procedures

(1) General information

- HR will present a general orientation that:
- (a) introduces new staff to the mission and vision of the university of Toledo and the university of Toledo medical center;

- (b) provides an overview on organizational structure and pertinent general policies and guidelines, including 3364-50-01 the university of Toledo Title IX policy;
- (c) presents relevant information regarding employee benefits and enrollment;
- (d) explains fire safety, disaster codes, incident reporting, and general infection control and safety standards.

HR will contact the new hire to schedule the orientation and notify the hiring department. New hires to the health science campus (HSC) will also be scheduled for HSC orientation following new employee orientation, if applicable.

Rehires: Employees rehired within one year by the university may not be required to attend new employee orientation and/or HSC orientation.

The orientation program may last up to one full day.

(2) Department responsibilities

Each department is responsible for providing new staff with 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><i>/s/</i></p> <hr/> <p>James Paul Holloway President</p> <p>Date: 10/26/25</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> • Senior Associate Vice President and Chief Human Resources Officer • EVP Finance & Administration and CFO 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> • None <p>Original effective date: <i>May 28, 2009</i></p> <p>Review/revision date: <i>April 2, 2013</i> <i>May 13, 2016</i> <i>October 13, 2016</i> <i>September 18, 2019</i> <i>December 21, 2022</i> <i>August 29, 2025</i></p> <p>Next review date: <i>August 29, 2028</i></p>
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