


Name of Policy: New employee orientation.		
Policy Number: 3364-25-07		
Approving Officer: President		
Responsible Agents: Associate Vice President and Chief Human Resources Officer		
Scope: The University of Toledo – All Campuses		Review Date: September 18, 2019
		Original Effective Date: July 28, 2008
<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 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.

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 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 on organizational structure and pertinent general policies and guidelines including 3364-50-01 The University of Toledo Title IX Policy; present information regarding employee benefits and provide relevant enrollment documents; explain fire, 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 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.

New employee orientation is conducted twice a month unless otherwise scheduled.

(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.

<p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>September 18, 2019</u> Date</p> <p>Review completed by: <i>Associate VP and Chief HR Officer, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-25-07, effective date October 13, 2016</i> <p>Initial effective date: July 28, 2008</p> <p>Review/Revision Date: April 2, 2013; May 13, 2016; October 13, 2016; September 18, 2019</p> <p>Next review date: September 19, 2022</p>
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