

December 2011

## 4.303 Employee Orientation

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# ANTIOCH UNIVERSITY

|   |  |  |                    |
|---|--|--|--------------------|
| Type of Policy<br><input checked="" type="checkbox"/> <b>University</b><br><input type="checkbox"/> <i>Campus</i><br><input type="checkbox"/> <i>Department/Unit</i><br><input type="checkbox"/> <b>Interim</b> |  | <b>Employee Orientation</b><br><br><b>Policy 4.303</b> |                    |
| <b>Human Resource Policies</b>  |  | Effective date: <b>December 6, 2011</b>                |                    |
| <b>Policy History:</b>  | <b>Approved by:</b>                    | <b>Resolution #</b>                                    | <b>Date:</b>       |
| Approved  | Chancellor                             | N/A  | December 6, 2011   |
| Revised   |  |  |                    |
| <b>Responsible Office:</b>  | <b>Responsible Administrator:</b>      | <b>Contact information:</b>                            | <b>Applies to:</b> |
| Office of Human Resources   | Director of University Human Resources | 937-769-1375   | All Employees      |

## I. Introduction and Purpose

A. Employee Orientation of administrators, faculty, adjuncts, and staff gives new employees information they need to quickly become productive members of Antioch University (“AU” or the “university”). An employee's first impressions of the university and its operations can have a lasting effect on the employee's attitude and loyalty; therefore, an effective orientation program plays a major role in promoting high employee performance and improving retention. New Employee Orientation is designed to:

1. Make new employees feel welcome and part of their department and AU;
2. Provide specific information about the employee's position;
3. Inform employees about AU policies and benefits;
4. Provide an overall view of university operations;
5. Instill an interest in AU’s long-term success;
6. Encourage new employees to ask questions about the university, their department, and their position; and

7. Introduce new employees to their work environment and to acquaint them with both the opportunities and the responsibilities of employment.

B. Both the Director of the Office of Human Resources (“HR”) and the hiring manager are responsible for specific portions of the new employee orientation. This policy defines responsibilities and describes the program which is designed to ensure a consistent, thorough process throughout all the stages of orientation.

## **II. Policy**

As an ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual's employment. The responsibility for the initial employee orientation process is shared among the hiring manager, the new employee, and HR. All regular full-time and part-time employees who are new to the university must attend an employee orientation session offered by HR. Employee orientation activities are considered in-service training and are compensable. In addition, hiring managers shall supplement additional information that is specific to their area.

## **III. Procedures**

### **A. Hiring Manager Responsibilities**

1. Introduce all new employees, including those who are not new to the university community, to their job, department, and coworkers.
2. Provide new employees with an orientation specific to their unit to include:
  - a) Review of job descriptions, evaluation criteria including the Initial Review period policy # 4.301, and departmental business issues; and
  - b) Introduce the employee to key people and departments related to the specific job.
  - c) Provide on-the-job training needed to assume new responsibilities.
  - d) Provide new employees with dates and locations of the university's orientation program offered by HR.

### **B. New Employee Responsibilities**

1. Participate in appropriate orientation sessions and processes.
2. Seek information to enhance the new hire orientation process.
3. Complete and return appropriate new hire and related forms promptly.

**C. HR Responsibilities**

1. Offer regularly scheduled sessions for new employee orientation to include:
  - a) An overview of AU’s mission, purpose, and structure;
  - b) A short presentation on AU’s history, accomplishments, and future plans;
  - c) Information on health, safety, and environmental issues;
  - d) A discussion of selected university policies;
  - e) Information on employment related services;
  - f) Information on training and education programs available to employees including education assistance;
  - g) Payroll and time keeping information; and
  - h) Information on employee benefits and enrollment including retirement plans, health insurance, holidays, and paid time off.
  
2. Provide hiring managers with strategies, resources and tools for development of their area’s orientation process.

**Policy Cross Reference**

|                                |                |
|--------------------------------|----------------|
| Introductory Evaluation Period | Policy # 4.301 |
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