

SECTION 800.08

General Orientation

A general orientation of all new employees will be conducted by the University Training Division and the Department of Human Resources. General orientation shall include the following information:

- a. Human Resources policies and procedures.
- b. Vacation, sick leave, holiday, and leave of absence benefits.
- c. Group insurance benefits.
- d. Retirement.
- e. Distribution and acknowledgment of the Employee Handbook.

Employees are responsible for reviewing and familiarizing themselves with the contents of the Employee Handbook. Questions concerning this information may be addressed during or subsequent to orientation. Human Resources representatives will provide a detailed review of the various benefit programs and assist in enrollment procedures.

Departmental Orientation

The departmental orientation is more specific and contains the following information:

- a. Departmental goals, priorities and activities.
- b. Organization and structure.
- c. Job duties, responsibilities and expectations.
- d. Compensation procedures, e.g., time records, pay dates, etc.
- e. Policies, procedures and departmental regulations.
- f. Tour of facilities.
- g. Introduction to other employees.