


<p>Name of Policy: New employee orientation.</p> <p>Policy Number: 3364-25-07</p> <p>Approving Officer: President</p> <p>Responsible Agents: Vice President and Chief HR Officer</p> <p>Scope: The University of Toledo – All Campuses</p>	 <p>Review date: October 13, 2016</p> <p>Original Effective Date: July 28, 2008</p>
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input type="checkbox"/> Major revision of existing policy	<input checked="" 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.

Human resources and talent development 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 human resources and talent development to the hiring department.

(B) Purpose of policy

The new employee orientation provided by human resources and talent development is designed to welcome new staff and begin the process of assimilating them to the University of Toledo.

(C) Procedures

(1) General information

Human resources and talent development 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

organizational structure and pertinent general policies and procedures including [3364-50-01 The University of Toledo's Title IX policy](#); and present information regarding employee benefits and provide relevant enrollment documents. Additionally, for health science campus new employees, human resources and talent development will explain fire, disaster codes, incident reporting and general infection control and some relevant safety standards.

Human resources and talent development will contact the (department/employee) to schedule the orientation.

The orientation program may last up to one full day.

New orientations are held bi-weekly.

(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><i>/s/</i> Sharon L. Gaber, Ph.D. President</p> <p><u>October 13, 2016</u> Date</p> <p>Review completed by: Senior Leadership Team <i>Vice President for Administration, Human Resources</i></p>	<p>Policies Superseded by This Policy:</p> <p><i>Previous 3364-25-07, effective date May 13, 2016</i></p> <p>Initial effective date: July 28, 2008 Review/Revision Date: April 2, 2013; May 13, 2016, October 13, 2016 Next review date: October 13, 2019</p>
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