

Subject: **Orientation Program**

Applies to: All University Staff and Faculty

I. Policy:

General Orientation: Human Resource coordinates the University's General Orientation Program for staff. This orientation is mandatory for all new staff and those who have been rehired. Those employees changing work status from Time-As-Reported to full or part-time or those transferring from or into a bargaining unit are required to attend the benefit portion of orientation. Faculty members may attend the General Orientation Program upon request.

Department Orientation: Departments have the additional responsibility of orienting faculty and staff to their new environment by addressing the roles and responsibilities of both the respective faculty/staff member and the department.

II. Guidelines:

A. The General Orientation Program provides:

1. A general orientation to the University and to key University policies, procedures, and services.
2. An overview of the University benefits program for full and Part-time staff.
3. An introduction to diversity at the University.
3. An introduction to security services at the University.
4. An introduction to workplace safety and emergency preparedness.
5. Additional, required information is provided to all employees in divisions 40, 50, 90, 91 and 92 as well as employees with patient contact or access to patient information.

B. Department Roles and Responsibilities:

Department heads and supervisors are responsible for the orientation of staff and faculty to the department. The department orientation should complement and enhance the information provided in the general orientation. Department orientation should include, but is not limited to:

1. A review of the expectations and objectives of the employee's position, including a copy of the job description.

2. A description of the department organizational structure, objectives, functions, policies, and procedures.
3. A description of any known hazards in the work environment (i.e., chemicals, machinery, etc.), department specific emergency procedures and safety requirements.
4. An outline of the standards of performance and job training that will be provided.
5. A review of University benefits and policies - as needed.
6. An explanation of the first paycheck - as needed.
7. A description of work schedules, meal and rest periods.
8. A tour of various departmental and University services and facilities, such as locker room, eating facilities and rest rooms.
9. An introduction to other employees in the department.

III. Procedures:

- A. Staff: When an individual is offered a staff position, Human Resources advises the prospective staff member of the date, time and location of the scheduled orientation. An informational University Benefits Packet is also provided to employees hired for regular full and part-time positions.
- B. Faculty: Upon receipt of the Faculty Appointment Form regarding a regular full-time or part-time faculty member, HR sends the individual a letter regarding benefits along with necessary information to review. The new faculty member is advised in writing, to call the Benefits Department to schedule a benefits enrollment session. Faculty members are referred to the ID and Parking Offices for an Employee Identification Card and parking lot assignment, if appropriate.

Any questions regarding Orientation should be directed to the HR Service Center (585) 275-7040.

Additional details regarding Orientation are available at <http://www.rochester.edu/working/hr/orientation/>