

Policies of the University of North Texas Health Science Center	Chapter 5
<b>05.501 New Employee Orientation</b>	Human Resources

**Policy Statement.**

**Purpose:** To acquaint faculty and staff members with their new job environment and to help them gain a better understanding of the health science center and of their rights and benefits.

**Policy:** All new faculty and staff must report to Human Resource Services on the first day of employment to complete all initial paper work. (See Policy 05.502.) During this initial visit, the employee will be scheduled for the new faculty/staff orientation. The institutional orientation is held on a regular basis.

All orientation activities are mandatory for all new employees.

**Application of Policy.**

Faculty and Staff

**Definitions.**

**Procedures and Responsibilities.**

1. The objectives of the orientation program are:
  1. To welcome new employees, by helping them develop a sense of comfort and ease, through sharing important and necessary information as they begin their employment experience with the health science center.
  2. To help new employees develop a sense of pride and responsibility associated with the health science center mission and philosophy as related to their job and work experience.
  3. To acquaint new employees with services provided by the health science center.
  4. To lay the groundwork for effective, open communication, so that new employees will know where to go with questions and problems.
  5. To explain the benefit plans for new employees.
  6. To provide an overview of essential health science center policies and procedures.
  7. To fulfill the new employee orientation requirements of federal, state, the institution, and various accrediting agencies.
  8. To train new employees on important safety, infection control, EEO and harassment issues.

2. **Orientation Responsibility:** Orientation of new faculty and staff members is the joint responsibility of the supervisor and Human Resource Services.
3. **Supervisor Staff Member Orientation Responsibilities:** The supervisor is responsible for the introduction of the new staff member to his/her work area, fellow employees, job duties and to the department's rules and regulations. The supervisor is also responsible for providing continuing instruction and guidance so that the new staff member will adjust to the work situation.

Responsible Party: Department Official/Human Resource Services Department Official

**References and Cross-references.**

**Forms and Tools.** (optional)

Approved: September 2006

Effective: September 2006

Revised: