

Policies of the University of North Texas	Chapter 5
05.014 Staff and Faculty Orientation	Human Resources

Policy Statement. To acquaint faculty and staff members with their new job environment and to help them gain a better understanding of the University and of their rights and benefits, and to enroll in benefits and payroll options.

Application of Policy.

All Faculty and Staff

Definitions.

None

Procedures and Responsibilities.

- I. **Orientation Responsibility.** Orientation of new regular faculty and staff members is the joint responsibility of the supervisor and the University Human Resources Department. Orientation of new temporary hourly employees is the sole responsibility of the department supervisor. See also Policy 05.009, Employee Affidavit and Other Requirements.
- II. **University Human Resources Department New Faculty/Staff Orientation.** All new regular faculty and staff members must attend a New Faculty/Staff Orientation session held by the University Human Resources Department. Faculty and staff members must attend the first orientation session available on or after their date of employment. A special orientation session is held for new faculty hired in the fall. Orientation covers the activities and goals of the University, relevant University policies and procedures, and benefit programs and services available to faculty and staff members. Human Resources representatives are available to assist new employees with questions and forms.
- III. **Supervisor Orientation Responsibilities.** The supervisor is responsible for the introduction of the new employee to the work area, to fellow employees and 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 employee will adjust to the work situation. The supervisor is responsible for insuring that new employees are notified of their responsibility to attend the first available orientation. It is also the supervisor's responsibility to insure that the employee completes all of the forms required as a condition of employment (e.g., Employee Biographic Data Form HRM-1, Form I-9, Tax Withholding Allowance Certificate W-4 Form, etc.); see Policy No. 05.009, Employee Affidavit and Other Requirements. The supervisor is also responsible for insuring that new employees receive a copy of the items referenced in Policy No. 05.009.

Responsible Party: Human Resources Department

References and Cross-References.

Policy 05.009, Employee Affidavit and Other Requirements

Approved: 5/1/1983

Effective:

Revised: 9/90; 9/93; 8/97; 11/98; 6/99; 6/00; 6/04

5/2011 format only