The Human Resources Office will conduct an orientation session with each new employee employed on an active full-time or active part-time basis. The department head or supervisor shall allow the new employee time off to attend this session.

The following topics will be covered:

1. The organization of the University and its administrative officers and department heads;  
2. Personnel policies and practices;  
3. The benefits offered by the University and other social, athletic, and cultural opportunities;  
4. General University operating procedures;  
5. Safety regulations and awareness, to include Employee Hazard Communication/Right-to-Know Information and Drugs in the Workplace;  
6. Fringe Benefit Forms; and  
7. Other information of value and interest.

Continued orientation and job training on a day-to-day basis is the responsibility of the department head or supervisor concerned.