Information

Orientation Training

Effective

May 1, 1992

Number

PER-2.12

Applicability

This policy applies to University Employees (Administrators, Faculty, Staff, and Students).

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): August 11, 2017 (effective November 30, 2017); December 14, 2021 (minor edits); August 24, 2022 (minor edit); April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; August 11, 2017

Categories

Reason for Policy:

The orientation program facilitates the new employee's adjustment to the university and to his or her job and clarifies the individual's role in the organization as a whole.

Statement:

All new, regular employees, both full and part-time, are required to attend the orientation program for new employees.

Related Information:

Payroll processing, completion of the I-9 form, benefits enrollment, and parking information for permits are all covered in the orientation program.

For additional information, see New Employee Orientation.

Definitions:

http://louisville.edu/hr/policies/definitions

Procedures:

A. It is the supervisor's responsibility to conduct the following orientation and evaluation activities on the employee's first day in the department:

1. Introduce the employee to fellow workers.
2. Review the job description with the new employee and provide a copy of job performance factors.
3. Give the new employee a tour of the department and any instructions pertaining to the job that may be necessary for him or her to get started.
4. Explain transportation and parking facilities.
5. Discuss hours of work -- rest periods, lunch periods.
6. Review timekeeping procedures.
7. Describe safety procedures.
8. Explain procedures for reporting of accidents.
9. Discuss procedures for reporting of absences, when necessary.
10. Discuss assisting university students, when appropriate.

B. The Human Resources Department will schedule the new employee for participation in the staff orientation program. New Employee Orientation is generally held on Mondays in the Human Resources Department, or on Tuesdays when the preceding Monday is a holiday.

The Human Resources Department will convey information in the following areas to staff employees as soon as possible following their employment:

1. Employee benefits:

    1. Pre-tax and post-tax health benefits payment options.
    2. Group life, accidental death and dismemberment insurance plans.
    3. Retirement program.
    4. Vacations and holidays.

2. Personnel policies and procedures.

3. Hours of work.

4. Pay procedures:

    1. Distribution of paychecks.
    2. Deductions.
    3. Overtime calculations and rates.

5. Grievance and appeals procedure.

6. Staff Senate Organization.

7. Assisting university students where appropriate.

Responsibilities:

The Human Resources Department and the individual's supervisor share the responsibility for providing orientation to a new employee.

Forms/Online Processes:

Form I-9

New Hire Packet

New Hire Packet for Foreign Nationals