

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

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](#).

Reasoning:

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.

Definitions:

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

Responsibilities:

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