

	Policy Owner: Vice President and Chief Human Resources Officer	
	Responsible Office: Human Resources	
	Origination Date: 10/01/1993	Last Revised: TBD
	Policy Title: 1.04 New Employee Orientation	

Applicability: ~~Academic Professionals, Administrators, Classified Staff, Faculty, Service Professionals~~ Regular Employees

Definitions

Regular Employee: An employee working in a half-time to full-time position that is expected to continue for at least six months.

Policy

All new ~~benefit-eligible~~ Regular eEmployees ~~shall~~ must attend a new employee orientation session conducted by Human Resources. Session dates and times are available from the Human Resources website. Additionally, ~~employee~~ supervisors are responsible for properly orienting and training their new employees and must ensure that each new employee completes all new employee requirements and procedures.

Related Information*

[NAU Human Resources](#)

Policy History*

09/19/2005: Policy revised.

01/01/2000: Policy revised.

10/01/1993: Policy adopted.

* Related Information and Policy History are solely for the user's convenience and are not part of the official university policy.