

Human Resources

Orientation Guide for New Employees

Employee Name: _____ Job Title: _____
Hire/Transfer Date: _____ Supervisor's Name: _____

The supervisor shall discuss the following subjects with the new or transferred employee, and the employee shall initial or check each item to indicate that it has been discussed. **SIGNED FORM TO BE KEPT IN DEPARTMENT FILES.**

- Ensure that employee has filled out all appropriate payroll forms.
- Purpose of position and the relationship to the university's mission.
- Supervisor's expectations regarding work and how progress will be determined. Provide copy of performance appraisal form with completed functions and standards for employee's position.
- Guidelines for reporting absences to supervisor.
- Work schedule, break periods, and vacation scheduling.
- Overtime and compensatory time rules and conditions. (Discuss exempt/non-exempt status. In accordance with the federal Fair Labor Standards Act, overtime will be determined for non-exempt employees at one and one-half times the overtime hours worked. Overtime will be compensated either with monies or compensatory time off at the discretion of the University.)
- Proper communication when leaving the work area.
- University property – such as desks, file cabinets, lockers, computers, vehicles and their contents – belongs to the university at all times and is subject to routine inspection at any time. Employees shall have no expectation of privacy in this regard.
- Information and guidelines concerning parking, telephone use, ordering of supplies, dress code, smoking, etc.
- Issuance of building and office keys. Location of exits, restroom, lunch facilities and bulletin boards.
- Safety precautions, fire safety equipment and procedures, first aid facilities, and security measures.
- Reporting procedures for industrial injury/illness and vehicle/property damage.
- Other departments with which the employee must work and the main functions of those departments.
- Requirement of valid AZ driver's license prior to the use of state vehicle; need to report a change in license status.
- Travel policies and procedures (if applicable).
- University commitment to Equal Employment Opportunity/Affirmative Action and the expectation and requirement for employee's cooperation and assistance.
- Establish time for employee to participate in the following required training: **(All required within 30 days of hire)**
 - New Employee Welcome (NEW) Event for **Benefit Eligible** Employees. Offered every payday. Course #: HR110
Register here: <https://in.nau.edu/human-resources/orientation/>
 - Completion of Required Training via New Employee Fundamentals Learning Path in Udemy. Upon completion of all of the required training, they submit an Acknowledgement of Completion Form so training record can be updated and New Employee Fundamentals Badge can be issued. (may take up to 14 days for issuance)

Regular Benefit Eligible Employees use this link to access your required training learning path:

<https://nau.udemy.com/learning-paths/865688/>

Part Time Temporary, Student Employees & GA's, use this link to access your required training learning path:

<https://nau.udemy.com/learning-paths/1683644/>

Human Resources

The Learning Paths Include:

- Departmental Orientation videos (Subjects may vary per learning path)
- Harassment and Discrimination Prevention and Accommodating Disabilities
- Information Security Essentials
- CERT: Conduct, Ethics, Reporting and Transparency Disclosure
- Loss Prevention Training
- (Mandatory for some) FERPA Online Training
- Optional: Diversity, Diversity and Bias Prevention Training
- Other relevant resources and information, as needed.

- Online Authorized Driver Registration/Training (required if they drive for conference travel, daily work, etc.)
- 16 hours of release time is available to them for training annually for professional development.
- Discuss university methods of communication and appropriate use of: e-mail, voice mail, inter-campus mail, web sites, etc. (Transfer employees should be reminded to update campus address.)
- Discuss issues of confidentiality and security of information, importance of secure passwords, and FERPA training if needed.
- Discuss issues of internal controls for employee's position.
- Provide information about services available to employees: Affirmative Action, Employee Assistance and Wellness, Faculty Development, Human Resources, Recreation Center, Cline Library, etc.
- Communicate procedures for obtaining an NAU identification card.
- Provide employee with other resources that may be helpful: campus map, phone lists/books, NAU and or department organizational chart, etc.
- Ensure that the employee is aware that the Personnel Policy Manual is available online, on the Human Resources Department home page, and that he/she has access to it.
- Point out the NAU Policies and Procedures web page for other policy guidance.

Classified Staff:

- Review the probationary status of classified staff employees.

By signing this document, I affirm that I have received the above orientation and have been provided an opportunity to ask questions.

Employee signature _____ Date _____
Supervisor signature _____ Date _____