

**University Policy 200.02**  
**EMPLOYMENT ORIENTATION PROGRAM**

**Responsible Administrator:** Office of the President

**Responsible Office:** Office of Human Resources

**Originally Issued:** August 2006

**Revision Date:**

**Authority:** Office of the President

**Policy Statement**

It is the policy of Claflin University to provide all new employees with specific and general information about their employment benefits. The objective of the University is to provide an opportunity for all new employees to learn of their employment benefits through a very comprehensive and effective Employment Orientation Program. The orientation session is conducted in a setting conducive to learning and interacting. New employees are informed of policies and procedures applicable to their employment, facts about the University, posted regulations, and other general information.

**Statement of Purpose**

This policy establishes guidelines for introducing new employees to Claflin University. The objective of the Employment Orientation Program is to educate new employees on benefits available to them, help them to adjust to the University environment, and assist them in their effort to promote a successful career with the University. It is designed to provide an inclusive outline of all the University benefits available to full-time employees and part-time twelve-month salaried employees. The program familiarizes new employees with federal and State policies and guidelines governing University operations, regulations related to EEO, workplace harassment, the Family Medical Leave Act (FMLA), workers' compensation, etc.

**Applicability**

This policy is applicable to all new part-time twelve-month and full-time salaried employees.

**PROCEDURES**

Orientation sessions for part-time twelve-month and full-time salaried employees are conducted as needed by the Office of Human Resources. Supervisors should encourage new employees to attend the mandatory orientation session.

**A. Employee Participation**

All new University employees, including employees who are being rehired, are required to participate in the Orientation Program. Employees will be notified by

a human resource professional to attend the next scheduled orientation session. Supervisors are encouraged to further enhance the orientation process by introducing new employees to administrators and co-workers in their division and to other University personnel with whom they may have to readily interact. They should also inform employees of facilities and services that are immediately available to them.

## **B. Orientation Requirements**

During the orientation session, new employees are provided material to read and forms to complete. Employees are responsible for thoroughly reading the electronic and paper material, keeping them readily accessible for quick reference, and promptly completing and returning the applicable forms to the Office of Human Resources or entering them into the benefit system. The forms must be submitted as directed to avoid benefit and/or payroll processing delays. New employees should immediately direct all questions to the Office of Human Resources to expedite the completion of the orientation process and ensure the effective date and proper coverage of benefits. Additionally, employees are informed to review the Policies and Procedures Manual for more detailed information and to refer to it when necessary.

## **C. Types of Benefits and Mandates**

The following benefits that newly hired employees are eligible to receive as well as mandates and policies (not all inclusive) are discussed during the orientation:

- Direct Deposit
  - Fair Labor Standards Act
  - Family and Medical Leave Act
  - Group Insurance (health, dental, vision, group life/accident insurance)
  - Holiday Observances
  - Maternal - Parental Leave
  - Probationary Period
  - Retirement Program (TIAA-CREF) 403b and Supplemental Annuity
  - Short Term and Long-Term Disability
  - Sick Leave Program
  - Social Security
  - Tax Forms
  - Vacation Leave Program
  - Workers' Compensation
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- Other optional benefits include, but may not be limited to:
    - Dependent Tuition Assistance

- Educational Leave
- Prepaid Legal Services
- Tuition Assistance

#### **D. University Policies and Procedures**

- Equal Employment Opportunity
- Harassment
- Leave to donate bone marrow or organs
- Leave to provide community service
- Hours of work and attendance

**Special Note:** Part-time twelve-month salaried employees are not eligible for group health insurance or short-term disability.

#### **Recordkeeping**

The Office of Human Resources will be responsible for maintaining all applicable documentation (tax, I-9, health insurance, retirement forms, etc.) received during the orientation. The official documents, when applicable, will be maintained in the Office of Human Resources and employees will retain a copy for their records.

#### **Compliance With Policy**

Please review the Staff Guidelines for additional detailed information on benefits and eligibility, policies and procedures, and other directives and guidelines related to employment with Claflin University.

**Documentation (Tools and Forms) available on HR website -**  
[Claflin.edu/about/offices-services/policies-and-procedures](http://Claflin.edu/about/offices-services/policies-and-procedures)

**REVIEW DATE - November 2021**

