

University Policy 200.02
EMPLOYMENT ORIENTATION PROGRAM

Responsible Administrator: Office of the President

Responsible Office: Office of Human Resources

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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 Employment Orientation Program's emphasis is to educate new employees, 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 full-time and part-time twelve-month salaried employees are conducted as needed by the Office of Human Resources. Supervisors should remind and encourage new employees to attend the mandatory orientation session.

Who Should Attend

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 resources 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.

Types of Benefits and Mandates

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

- Vacation Leave Program
- Sick Leave Program
- Holiday Observances
- Probationary Period
- Family and Medical Leave Act
- Group Insurance (health, dental, vision, group life/accident insurance)
- Social Security
- Retirement Program (TIAA-CREF) 403b and Supplemental Annuity
- Workers' Compensation
- Short Term and Long Term Disability
- Fair Labor Standards Act
- Direct Deposit
- Tax Forms
- University Policies and Procedures Manual and Staff

Guidelines Examples:

- Policy on EEO
- Harassment
- Leave to donate bone marrow or organs
- Leave to provide community service
- Policy on hours of work and attendance -etc.

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

- Other optional benefits include, but may not be limited to:
 - Tuition Assistance

- Dependent Tuition Assistance
- Educational Leave
- Prepaid Legal Services

During the orientation session, new employees are provided materials to read and forms to complete. Employees are responsible for thoroughly reading the material, keeping it readily accessible for quick reference, and promptly completing and returning the applicable forms to the Office of Human Resources. 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.

