Employee Orientation

Policy Statement
Each institution shall conduct a general employee orientation program for each new employee. Each new employee shall be responsible for reading and familiarizing themselves with the contents of the appropriate policy and/or procedures manuals at their institution. Copies shall be made available by Human Resources and/or in the departmental office of each new employee’s department chair or immediate supervisor (See BOR Policy Manual regarding Employee Orientation Policy).

This policy ensures sufficient introduction to the policies of the institution and the University System of Georgia, and ensures compliance with forms associated with conditions of employment.

Applicability
All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy
All employees within the University System of Georgia should be aware of this policy.

Definitions
These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
Process and Procedures
Each institution shall conduct a general employee orientation program for each new employee. The orientation session, typically conducted by the institution’s Human Resources Department, should include information related to human resources policies and procedures, leave benefits, as applicable; insurance benefits, as applicable; and retirement benefits. The orientation program shall specifically include USG Ethics Policy training. All employees shall complete USG Ethics Policy training and certification within 90 days of their initial date of employment.

In addition to attending the general orientation program, each new employee should meet with their supervisor, who will explain the duties and responsibilities of the position. Any specific departmental policies, procedures, and regulations will be explained by the supervisor at that time. It will ultimately be the responsibility of each new employee to read and familiarize themself with the contents of the appropriate policy and/or procedures manuals at their institution.

Each institution shall establish procedures to implement this policy. Each institution shall also establish regular reporting dates to certify that all employees have participated in USG Ethics Policy training.

Responsible Parties and Contact Information

<table>
<thead>
<tr>
<th>Party</th>
<th>Responsibility</th>
<th>Phone/Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice Chancellor for Human Resources, USG</td>
<td>Ensure compliance with policy.</td>
<td>404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a></td>
</tr>
<tr>
<td>Institution Chief Human Resources Officers</td>
<td>Ensure compliance with policy; provide a general orientation to each new employee, including information on employee benefits if applicable.</td>
<td>See University System HR Officer Listing</td>
</tr>
<tr>
<td>Institution Managers/Supervisors</td>
<td>Ensure compliance with policy; review with new employees the duties and responsibilities of their position, review departmental policies and procedures</td>
<td></td>
</tr>
</tbody>
</table>

Website Address for This Policy
- None

Appendices (Internal Documents, Forms and Web Links)
- USG Ethics Policy
- Internal Audit Office
Related Documents and Resources (External)

- None

Return to Human Resources Administrative Practice Manual Table of Contents