

Section: GENERAL INFORMATION
Subject: New Employee Orientation
Number: HR 3200

I. Institutional Regulations

All new Regular employees shall participate in the College employee orientation process to ensure that they have timely information regarding their employment responsibilities and College services and benefits.

II. Procedure

- A. Human Resources shall offer orientation for new employees, providing an overview of the College and of policies and procedures that relate to their employment with the College.

Orientation will provide employees an opportunity for the following:

- DMACC Human Resources Employee Orientation
- DMACC Sexual Harassment training
- Title IX training
- Clery Act Campus Security Authority training

Human Resources shall provide information to new employees on how to participate in orientation. Supervisors shall receive a copy of the information and shall ensure that their new employees complete orientation as requested. DMACC orientation should be completed within the first 30 days of employment.

- B. Supervisors shall provide on the job training to new employees, introducing them to the work place, their work unit, and their job responsibilities. They shall also ensure that all new employees receive appropriate technical orientations (e.g. telephone system, computer system, e-mail, etc.). Human Resources shall assign new employee orientation checklists to each new employee through the Onboard system. Supervisors, or their designee, shall ensure items on the checklist are completed. An acknowledgement of completion shall be maintained in the employee's personnel file in Human Resources.
- C. Other new employee meetings may be scheduled during the year as needed.

APPROVED:



Executive Director, Human Resources

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