**NEW EMPLOYEE ORIENTATION POLICY**



 **Department of Human Resources**

 Effective: August 1, 2013

# SCOPE

This policy applies to all employees at the university. Specifically, this policy includes any person who is employed by the university on a part-time or full-time basis, including but not limited to all faculty, unclassified staff, classified staff, and casual wage (WAE) employees.

# PURPOSE

The purpose of this policy is to ensure that all employees complete mandated training and receive information regarding all applicable programs.

# POLICY

The university is required to provide new employee orientation training to all new employees within ninety (90) days of the employee’s hire date. The new employee orientation sessions will provide training on various university and occupational safety policies. The Department of Human Resources shall conduct a new employee orientation training class at least once every thirty days.

The Department of Human Resources shall notify the new employee upon hire of this policy, and will assist the new employee in scheduling and enrolling in the new employee orientation class. The Department of Human Resources shall also notify the new employee’s supervisor of this requirement and will provide the supervisor with schedules of upcoming new employee orientation classes.

Supervisors / Division Heads are responsible for ensuring that all new employees attend the new employee orientation class. Failure to attend the new employee orientation class within ninety (90) days of the employee’s hire date may result in disciplinary action up to and including termination.

At a minimum, new employee orientation shall include detailed training on the following topics:

* Anti-Discrimination and Harassment Policy
* Drug Free Workplace Policy
* Violence in the Workplace Policy
* Americans with Disabilities Act
* Leave Policies and Family Medical Leave Act (FMLA)

New Employee Orientation Policy Page 1 of 2

* Family Educational Rights and Privacy Act (FERPA)
* University Employee Responsibilities
* President’s Safety Policy Statement
* Location, Content, and Use of the University Safety Manual and Safety Website
* University General Safety Rules
* Travel Policies and Procedures
* Introduction / Overview of the Driver Safety Program
* Emergency Evacuation Policies and Procedures
* First Call Emergency Alert System
* Hazard Communication Program
* Chemical Hygiene Policy
* Reporting an Incident / Accident and completing appropriate forms properly
* Introduction, Awareness and Training on Bloodborne Pathogens
* University Key and Access Control Policies and Procedures
* Property Control Policies and Procedures
* Lockout/Tagout Policy
* Tobacco Use Policy
* Social Media Policy
* Ethics

Employees hired as casual wage (WAE), part-time, temporary, online or dual enrollment instructors will be required to review university and occupational safety policies online and sign acknowledgement for compliance.

Employees hired into certain occupations with a high risk of exposure to bloodborne pathogens shall be required to complete a detailed bloodborne pathogens training session within ninety (90) days of their hire date. Departments required to complete detailed bloodborne pathogens training for employees with a high risk of exposure are as follows:

|  |  |
| --- | --- |
| Athletic Trainers and Coaches  | Student Health Center  |
| Custodial Employees  | Maintenance Employees  |
| University Police  | Speech Language Pathology  |
| Radiologic Technology  | Dental Hygiene  |
| Nursing  | Medical Lab Science  |
| Kinesiology  | Pharmacy  |

Employees hired to work in a scientific laboratory around chemicals in the scope of their work must complete detailed chemical hygiene / lab safety training within ninety (90) days of their hire date. This does include but is not limited to certain employees in the following departments:

|  |  |
| --- | --- |
| Biology  | Chemistry  |
| Medical Laboratory Science  | Pharmacy  |
| Soil / Plant Laboratory  | Toxicology  |

For assistance with scheduling or enrolling in a new employee orientation class, contact the Department of Human Resources at 318-342-5140 or hr@ulm.edu

New Employee Orientation Policy Page 2 of 2