

**CLOVER PARK TECHNICAL COLLEGE
POLICY & PROCEDURE**

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CHAPTER	SECTION	TITLE	HISTORY:	
2	16	NEW EMPLOYEE ORIENTATION	Adopted: 2000	Revised: 2001 2004

POLICY

There is no policy.

Purpose

Indoctrinate new full/part-time employees within fourteen (14) days from first day of work.

Objective

- (1) Provide overview of the college infrastructure
- (2) Meet the President (video)
- (3) Understand college vision / mission
- (4) Show mandatory video training; i.e. Safety, Blood borne Pathogens, Sexual Harassment

Responsibility

1. The Vice President for Human Resources will oversee the New Employee Orientation Program.
2. The Classified and IUOE non-exempt new employee will be sponsored and the orientation coordinated by the Union Presidents.
3. New faculty will be sponsored and orientation coordinated by the Faculty Mentor/Assistance Coordinator.
4. New administrators will be sponsored and the orientation coordinated by a vice president or other level of administrator.
5. The Human Resources Generalist will inform the Vice President for Human Resources of new full-time employees.

PROCEDURE

1. The Vice President for Human Resources or a Human Resources Generalist will contact the IUOE/Classified non-exempt staff Union President and the Faculty Mentor/Assistance Coordinator.
2. The Classified/IUOE Union President and Faculty Mentor/Assistance Coordinator will provide a sponsor for the new employees.
3. The sponsors will contact the Vice President for Human Resources or his/her designee for instructions and sponsor check list. (Attachment 1)
4. Sponsors will contact the new employee to schedule orientation.
5. Sponsors will accomplish the following:

- a. The Vice President for Human Resources or a Human Resources Generalist will contact the IUOE/Classified non-exempt staff Union President and the Faculty Mentor/Assistance Coordinator.
 - b. The Classified/IUOE Union President and Faculty Mentor/Assistance Coordinator will provide a sponsor for the new employees.
 - c. The sponsors will contact the Vice President for Human Resources or his/her designee for instructions and sponsor check list. (Attachment 1)
 - d. Sponsors will contact the new employee to schedule orientation.
 - e. Sponsors will accomplish the following:
6. Supervisors of new employees will provide time for their new employee (and sponsor) to be oriented within ten (10) workdays.