

BULLETIN NUMBER 26

TO: President, Vice Presidents, Deans, Department Directors and Chairs

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: September 7, 2001

SUBJECT: Orientation Program for New Staff Employees

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at: <http://www.wfu.edu/hr/bulletin.htm>

1. The purpose of the orientation program is to provide newly hired regular staff employees (full-time and part-time) with valuable, standardized information that will enable them to become valued members of the University community.
2. All newly hired regular staff employees are to attend the orientation program for new staff employees sometime during the first month of employment with the University. Reinstated staff employees who are returning to University employment after an absence of more than one year are also expected to attend the orientation program. Other staff employees who desire to attend the orientation program may do so on a "space available" basis with the approval of their supervisor.
3. The orientation program has been designed to provide new staff employees with an overview of the University, information regarding policies and procedures, workplace safety, salary administration and pay policies, benefits programs, and an introduction to computer usage and the telephone system. Additional information may be included if deemed appropriate.
4. New staff employee orientation is conducted every other Monday from 8:30 am to 5:00 pm in the Human Resources Training Center located in Room 101, Reynolda Hall.
5. Newly hired and reinstated staff employees are scheduled for orientation by the Staff Employment Assistant (x3552).
6. Questions regarding the New Staff Employee Orientation Program may be referred to the Employee Relations Manager (x4814).