

Revision Responsibility: Director of Human Resources

Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: None

## **PURPOSE**

To communicate the College mission, core values, goals and objectives to new employees, facilitate employee understanding of their contributions to achieving College goals, to explain College commitments concerning pay and benefits to employees, and to communicate College expectations of employees.

## **POLICY**

### **I. Responsibility of Supervisors**

It is the responsibility of each new employee's supervisor to arrange for appropriate orientation to the College, to include, but not necessarily limited to:

- A. College mission, core values, goals and objectives
- B. Specific job responsibilities of the employee
- C. Performance evaluation
- D. Expectations for employee conduct
- E. College policies and procedures
- F. Introductions to other employees, departments and offices as necessary to facilitate employee assimilation into the college community

### **II. Responsibility of the Office of Human Resources**

The human resources office will provide orientation relative to:

- A. Employee pay and benefits, including but not limited to:
  - 1. State of Tennessee Group Insurance Checklist;
  - 2. Eligibility, application deadlines, and annual enrollment transfer period
  - 3. Insurance products
    - a. Health Insurance Options
    - b. Dental Insurance Options
    - c. Life Insurance Options
    - d. Long Term Care Option
    - e. Vision Care Options
    - f. Other employee paid optional benefits
    - g. Benefit materials to be provided checklist

- B. Retirement Benefits
  - 1. Tennessee Consolidated Retirement System (TCRS)
  - 2. Optional Retirement Program - (ORP) - (for faculty and professional staff only) and Providers:
    - a. ING
    - b. TIAA-CREF
    - c. VALIC
- C. Access to the TBR and College Website and ChargerNet portal;
- D. Significance of College Policies and Procedures and how to access;
- E. Significance of TBR Policies and Guidelines and how to access
- F. Mandatory subjects of training and acknowledgement of review of specific policies and procedures, including but not limited to:
  - 1. Preventing Workplace Harassment Training (orientation and annual completion);
  - 2. FERPA tutorial (orientation and annual completion);
  - 3. Title VI Compliance Training;
  - 4. Drug-free Workplace and Campus Policy(orientation and annual notification);
  - 5. TBR Guideline P-080 - Discrimination and Harassment - Complainant and Investigation Procedure(orientation and annual notification);
  - 6. TBR Policy 1:08:00:00 Information Technology Resources
  - 7. Emergency Plan

## **PROCEDURES**

- I. Supervisor Orientation for New Employees
  - A. Supervisors document the orientation of all new employees using the “Supervisor Orientation for New Employees” checklist (Appendix A). The completed form should be returned to the human resources office within one week of a new employee’s start date.
  - B. Supervisors discuss the “New Employee Orientation Schedule” (Appendix D) with the new employee and collaborate on decisions regarding which college contacts are important to the employee’s position and why they are important, and instruct the employee on the purpose and importance of the schedule and the expected timeframe for completion.

II. Human Resources Orientation for New Employees

- A. Supervisors direct/introduce new employees to the office of human resources upon acceptance of employment for guidance regarding new employee orientations;
- B. If appropriate, supervisors accompany new employees to the human resources office on the first day of employment to arrange for orientation relative to employee pay and benefits.
- C. The human resources office documents new employee orientation using the "Employee Benefits Orientation Check List" (Appendix B) and the welcome letter from the office of human resources (Appendix C).