

**Revision Responsibility:** Executive Director of Human Resources

**Responsible Executive Officer:** President

**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. Eligibility, application deadlines, and annual enrollment transfer period
  - 2. Insurance products:
    - a. Health Insurance Options
    - b. Dental Insurance Options
    - c. Life Insurance Options
    - d. Vision Care Options
    - e. Other employee paid optional benefits
    - f. Benefit materials to be provided checklist
- B. Retirement Benefits:
  - 1. Tennessee Consolidated Retirement System (TCRS);

2. Optional Retirement Program – (ORP) – (for faculty and exempt staff only) and Providers;
    - a. Voya
    - b. TIAA
  3. 401(k)/457 Plans
- 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. Title VI Compliance Training - Non-Discrimination/Harassment (orientation and annual completion in fall semester);
  2. FERPA tutorial (orientation);
  3. Title IX Compliance Training (orientation and - in odd-numbered years);
  4. Drug-free Workplace and Campus Policy, and Drug & Alcohol Abuse Prevention Program (orientation and annual notification);
  5. TBR Guideline P-080 – Discrimination and Harassment – Complaint 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, which is sent to the supervisor by Human Resources and can be accessed through ChargerNet. 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” (Sent to the supervisor by Human Resources and available on ChargerNet) with the new employee, and collaborate on decisions regarding which college contacts are important to the employee’s position and why they are important. The supervisor instructs 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 “Check List of New Hire Documents” and the welcome letter from the Office of Human Resources. These two documents are maintained by the Human Resources Office.

*Revised: September 3, 1992; December 10, 2002 (new policy format); February 23, 2012 (updated Appendices A, B, C and D, new policy format and updated titles); July 16, 2019 (updated ORP providers and training information), February 21, 2021 (removed references to appendices); reviewed/approved by Cabinet and signed by the President. Revised November 2024*