Policy Type: Human Resources
Policy Title: New Employee Orientation Program
Policy Number: HR-21

Purpose:
To increase Green River College’s employee retention and effectiveness by providing an orientation program that welcomes new employees, sufficiently acquaints them with their work environments and provides a solid foundation for their career at Green River.

Scope:
This program applies to all permanent classified and exempt/administrative employees. Full-time faculty will participate in a weeklong orientation prior to the first day of class; part-time faculty will participate in an abbreviated orientation as directed and organized.

Definitions: N/A

Policy:
All eligible new employees are required to participate in a comprehensive orientation program. Except for extenuating circumstances, in-depth orientation sessions will be conducted during the third week of each month by the Office of Human Resources and Legal Affairs (HR), Information Technology, Telecommunications, and Safety and Transportation.

Procedure:
1. Before the new employee arrives
   a. A “Welcome E-mail” with employment, benefits and training information will be sent to the new employee by HR prior to the first working day.
   b. Supervisors will arrange for any unique job requirements such as mainframe computer access, and will prepare the employee’s desk and work area as needed.

2. Organization
   a. Each supervisor will receive an email with onboarding details and a checklist of items from HR to be covered and followed up on during the employee’s first week on the job. This checklist will include such items as assigning a knowledgeable mentor and scheduling specific meetings with the employee at the end of the first day and the first week to review the position duties, expectations of the supervisor and answer any questions the employee may have.
   b. After reviewing the checklist, supervisors should prepare themselves to ensure the orientation process is a positive and contributing factor in making the new employee feel welcome and part of the team.
   c. Each assigned mentor will receive a checklist of items from the supervisor to be covered on the first day of employment, such as providing a tour of campus and the employee’s work area, emergency exits, applying for parking permits and identification badges.
   d. Supervisors will give their new employees an evaluation form (part of the supervisor’s packet) to be completed and mailed back directly to HR. This form
will assist Green River in improving our program and to identify problems that need solving.

e. Supervisors are responsible for monitoring the orientation process in their area and for returning the signed checklists to HR after the first week of employment. At no time will a supervisor cause or allow the new employee to perform any part of the orientation program by her/himself.

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**Specific Authority:** WAC 251-24-010 to 030 (5 a-h)

**Law Implemented:**

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**History of Policy or Procedure**
Draft: January 24, 2004
 Adopted: April 5, 2005
 Revised: March 1, 2013, June 1, 2016
 Reviewed by: President’s Staff
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