



**SOUTHEASTERN**

**L O U I S I A N A U N I V E R S I T Y**

## **Employee Orientation**

During initial employment, faculty and staff are required to participate in an orientation program facilitated by Human Resources and representatives from various University departments. The Orientation Program is an opportunity for employees to become familiar with the University and its policies, procedures, and benefits. It is important for employees to understand all the guidelines that affect and govern employment with Southeastern. The Orientation Program communicates important information regarding the University's role, scope, mission, culture and philosophy; University, division, and department policies; compensation; benefit programs, performance expectations, required workplace education, and other information necessary to acquaint new faculty and staff with their job responsibilities and the University.

The Orientation Program consists of several components, including a Human Resources on-boarding session, computer-based courses, an Orientation presentation, and a departmental orientation.

1. Human Resources On-boarding. On the first day of employment, new faculty and staff complete the necessary paperwork to: authorize a University I.D.; establish identity and eligibility to work in the United States; set up direct deposit, complete federal, state, and University required employment forms; and select and enroll in benefits plans, including retirement, if applicable.
2. Computer-based courses. In compliance with the State of Louisiana laws, acts, and concurrent resolutions, education programs for Ethics, Sexual Harassment Prevention, Substance Abuse and Drug Free Workplace, and Blood Borne Pathogens must be conducted within the first ninety (90) days of employment. These programs are provided using computer-based methods.

Classified supervisors are required to participate in additional computer-based training through the Comprehensive Public Training Program (CTPT).

3. Orientation presentation.
  - a. Staff: Orientation presentations are held in the Human Resources Office for staff throughout the year. Classified and unclassified staff are required to attend an Orientation Presentation.
  - b. Faculty: During the first week of the Fall and Spring semesters, the Center for Faculty Excellence holds an Orientation Program for new faculty. New faculty are expected to attend this Orientation Program.
  - c. Graduate Assistants and Resident Assistants: At the beginning of the Fall, Summer, and Spring semesters, Human Resources staff conducts Orientation presentations. Graduate Assistants and Resident Assistants are required to attend an Orientation presentation.
4. Departmental orientation. New faculty and staff receive a departmental orientation. Departmental specific policies and procedures, work expectations, and job responsibilities are addressed. New faculty and staff also learn time recording responsibilities.