



# Employee Orientation

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON EMPLOYEE ORIENTATION
<b>VOLUME</b>	HUMAN RESOURCES
<b>RESPONSIBLE OFFICE</b>	USG HUMAN RESOURCES OFFICE
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## Policy Statement

Each institution shall conduct a general employee orientation program for each new employee. All new employees are responsible for reading and being familiar with policies and procedures of the Board of Regents (BOR), the University System of Georgia (USG), and the employee's institution. Applicable policies shall be made available to all employees electronically. (See BOR Policy Manual regarding [Employee Orientation](#).)

This policy ensures sufficient introduction to and compliance with the policies, completion of required forms, and completion of required training that are conditions of employment. (See also HRAP provision on General Criteria for Employment)

## Applicability

All units of the USG are covered by this policy.

## Who Should Read This Policy

All USG employees and hiring managers should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **None**

### Process and Procedures

Each institution shall conduct a general employee orientation program for each new employee. The orientation session, typically conducted by the institution’s Office of Human Resources, should cover human resources policies and procedures, leave benefits, as applicable; insurance benefits, as applicable; retirement benefits; completion of standard HR onboarding and payroll documentation to include I-9, Employment Eligibility Verification. The orientation program shall specifically include all required USG policy training as well as those which are required by the employee’s institution. Required training such as the USG Ethics Policy and Cybersecurity Awareness training must be completed as part of the orientation process and within the stipulated timeframe as established by the applicable HRAP provision and institution procedures.

In addition to attending the general orientation program, each new employee should meet with their supervisor, who will explain the duties and responsibilities of the position and expectations for professionalism and ethical conduct. Any specific departmental policies, procedures, and regulations will be explained by the supervisor at that time. It will ultimately be the responsibility of each new employee to read and familiarize themselves with the contents of the appropriate policy and/or procedures manuals at their institution.

Each institution shall establish procedures to implement this policy.

### Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Ensure compliance with policy.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Ensure compliance with policy; provide a general orientation to each new employee, including information on employee benefits if applicable.	See University System <a href="#">HR Officer Listing</a>
<b>Institution Managers/Supervisors</b>	Ensure compliance with policy; review with new employees the duties and responsibilities of their position, review departmental policies and procedures	

### Appendices (Internal Documents, Forms and Web Links)

- HRAP on General Criteria for Employment
- HRAP on Employee Orientation
- [BOR Policy 8.2.5 Employee Orientation](#)

Related Documents and Resources (External)

- None

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