

California State University, Chico

NEW EMPLOYEE ORIENTATION OUTLINE

DEFINITION:

The new employee orientation process is the method for successfully informing, initiating, and integrating new employees into the campus community. It includes both an overall university-wide orientation and a unit specific orientation conducted by the unit supervisor.

PURPOSE:

The purpose for a formal new employee orientation process is to ensure that new employees receive a consistent message regarding the goals, mission, and culture of the University, and that they are well informed of employment benefits and expectations. It is also a means to facilitate motivation in new employees and enhance their employment experience with CSUC, thus improving their opportunity for success.

UNIVERSITY-WIDE ORIENTATION

In summary, the university-wide orientation provides insight on university history, culture, and organization; conditions of employment and benefits; employment rights provided by law; and health and safety awareness.

1. Introduction to California State University, Chico

- a) History and facts of CSUC
- b) Strategic Plan, Vision, Mission, and Priorities

2. Conditions of Employment

- a) Employment Policies and Procedures
 - Appointment and Employment Status
 - Probationary Periods and Permanent Status
 - Performance Evaluations and Job Descriptions
 - Privacy Rights and Personnel Files
 - Grievance and Complaint Process
 - Discipline
 - Employment Verifications
- b) Collective Bargaining, Management Personnel Plan, Staff Council
 - Employer-Employee Relations – Collective Bargaining Units
 - Fair Share Fees
 - Management Personnel Plan
 - Staff Council

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2. Conditions of Employment - continued

- c) Compensation and Work Schedules
 - Pay Periods, Pay Days, and Pay Warrants
 - Direct Deposit
 - Salary Schedule
 - Service Based Salary Increase
 - Performance Based Salary Increase
 - Other Salary Provisions
 - Work Schedules
 - Jury Duty/Subpoenaed Witness
 - Overtime Hours and Compensation

- d) Holidays, Vacation, and Leaves
 - Holidays, Vacation, and Sick Leave
 - Absence Reporting
 - Transitional Employment
 - Catastrophic Leave Donation Program
 - Family Medical Leave
 - Miscellaneous Leaves

- e) Benefits
 - Medical, Dental, Vision Insurance
 - Disability Insurance Plans
 - Tax Advantage Premium Plan
 - Flex Cash Plan
 - Faculty and Staff Assistance Program
 - Tax Deferred Annuities
 - Retirement

3. Campus Policies and Procedures

- a) Nondiscrimination and Affirmative Action
- b) Individuals with Disabilities
- c) Policy on Sexual Harassment
- d) Campus Alcohol Policy
- e) Zero Tolerance Policy on Workplace Violence
- f) Computing and Communication Technology
- g) Smoking Policy

4. Employee Development

- a) Fee Waiver Program
- b) Supervisory Certification program
- c) Staff Development Program
- d) Information Technology Training

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5. Employee Health and Safety (Training will be held at a later date)

- a) University Police Department
- b) Health and Safety

6. Resources, Facilities and Services

- a) CSU, Chico Internet Website
- b) Library and Instructional Media Center Privileges
- c) University Sponsored Events

University Orientation Given by: _____ Date: _____

Benefit Orientation Given by: _____ Date: _____

I have received a general overview of the topics listed on the New Employee Orientation Process, with the exception of the University Police and Environmental Health & Safety.

Employee's Signature: _____ Date: _____

California State University, Chico
NEW EMPLOYEE DEPARTMENT ORIENTATION
SUGGESTED TOPICS of DISCUSSION

DEPARTMENT ORIENTATION:

The Department or unit orientation provides specific information about the employee's new job and the part they play in the University, as well as day-to-day operational information and office logistics. Each Department will have varying information to share.

1. Employee's Job Description

- a) Description of job duties
- b) Performance expectations
- c) Immediate supervisor and chain of command
- d) Introduction of co-workers and job related interaction

2. Department/Unit Policies and Procedures

- a) Department/Unit role in University organizational structure and their mission
- b) Employee's role in the Department/Unit structure
- c) Work schedule, breaks, and lunch
- d) Reporting and requesting absences
- e) Reporting accidents and injuries
- f) Office Equipment – location and use
- g) Courier mail and U.S. mail
- h) CSUC identification card and/or badge
- i) Break room and housekeeping
- j) Telephone system, standard greeting/s and voicemail system
- k) Computer use and protocol, email system
- l) Location and use of manuals, forms, and supplies
- m) Assignment of key/s (if applicable)
- o) SIS+ for Centrex

3. Campus

- a) Parking – decal purchase and lot locations
- b) Eating facilities and vending machines
- c) General overview of building locations
- d) Applicable career development classes/training
- e) Vehicle authorization and defensive driving training
- f) Scheduled time for University-Wide orientation

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____