

## **1.0 PURPOSE**

1.1 To increase Big Bend Community College (BBCC) new employee retention, improve employee satisfaction, expedite an employee's ability to perform and contribute, and create a sense of shared vision and belonging to our Community. It is the goal of the college to provide uniform understanding of general policies and benefits along with training in various regulatory/safety topics, organizational policies and procedures that apply to the general employee population, and necessary knowledge, tools, and resources to support employee effectiveness and communicate the importance of each employee's work and how the work supports the goals and values of the college and department within.

## **2.0 SCOPE**

2.1 New employee orientation applies to all employees of the college. The orientation process and format will vary based on the employment category (faculty, classified, administrative/exempt, student) and whether the employee is full-time or part-time.

Employees covered under a collective bargaining agreement should refer to that agreement for additional information regarding orientation processes.

## **3.0 DEFINITIONS**

### **4.0 PROCESS**

Full-time classified and administrative /exempt employees will begin work on the first day of a pay period. New full-time faculty will begin work on the date noted in full-time faculty employment contract. Part-time faculty will begin work on the first day of instruction for a given academic quarter. Start dates for part-time hourly and student employees will be determined by the supervisor.

4.1 New employee orientation will be conducted under the following schedule:

- New full-time faculty will complete orientation prior to the first day of instruction in fall quarter.
- New full-time classified and administrative exempt employees will automatically be scheduled for an orientation session on their first day of work at BBCC. New employee orientation sessions will be offered on the 1<sup>st</sup> and 16<sup>th</sup> of each month, provided there are new employees scheduled to begin employment. This schedule is subject to change based on campus closures and/or holidays.

In the event the new employee is unable to attend new employee orientation on the first day of work, the employee will be scheduled for the next available orientation session, either face-to-face or virtual. New employees must complete orientation within the first thirty (30) days of work.

- Part-time (Associate) faculty, part-time hourly, and student employees will complete new employee orientation within the first thirty (30) days of work. These employees may attend a face-to-face orientation session or participate in virtual orientation.

Individual benefit orientations are scheduled by Human Resources based upon the employee's eligibility for benefits.

#### 4.2 Human Resources Responsibilities for New Full-Time Employees

- Human Resources will facilitate the orientation process for the employee, coordinating schedules with the supervisor, peer mentor, administration, and HR.
- Human Resources will send a "Welcome Letter" with employment, benefit, and orientation information to new employees prior to the first date of work.
- Human Resources contacts new employees to obtain the employee's date of birth, social security number, and address prior to the first day of work in order to generate an employee ID number, BCC email address, and provide access to computer applications and software.
- Human Resources will send an email to the new employee's supervisor with onboarding details and a checklist of items to be covered/complete prior to the new employee's arrival, on the first day of work, during the first week, and first month on the job.

#### 4.3 Supervisor Responsibilities for New Full-Time Employees:

- The supervisor will work with Human Resources to participate in the new employee's orientation.
- The supervisor will send an email announcement to the campus community introducing the new employee, providing general background information, and providing the employee's first day of work.
- The supervisor will review and work through each of the tasks on the new employee checklist provided by Human Resources. 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.
- The supervisor will schedule 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.
- Prior to the first day of work, supervisors will prepare the employee's desk and work area, as needed.
- Supervisors will ensure the employee has time to meet with the peer mentor assigned to the employee.
- The supervisor will provide a tour of the employee's work area and ensure topics such as emergency exits, parking, dress expectations, and identification badges are covered.
- Supervisors are responsible for monitoring the orientation process in their area and for returning the signed checklist to HR after the first month of employment. At no time will a supervisor cause or allow the new employee to

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perform any part of the orientation program by themselves.

#### 4.4 Compensation

- Attendance at new employee orientation is required. It is considered part of the employee's workday and is paid.

#### 4.5 Documentation

- Human Resources will ensure appropriate documentation is generated for new employees. The documentation will be retained in the employee's personnel file. Completion of general orientation for each new employee will also be entered into the BBCC training database.

#### 4.6 Returning Employees

- Former employees returning to employment with Big Bend Community College will be required to complete new employee orientation as follows:
  - Break in service for more than 24 months – complete all general orientation topics.
  - Break in service for more than 12 months but less than 24 months – complete regulatory topics (FERPA, Safety, Sexual Harassment, etc.) as well as a review of any new policies applicable to the returning employee.
  - Break in service for less than 12 months – review new policies applicable to the returning employee.

#### 4.7 Part-Time (Associate) Faculty, Part-Time Hourly, and Student Employees

- A "welcome" letter will be included in the new employee paperwork packet provided to new part-time employees.
- Supervisors will contact Human Resources to register the new part-time employee in a scheduled face-to-face orientation session or a virtual orientation session.

#### 4.8 Non-Employees

- Volunteers, Americorps, Veteran's Resource, interns, and other non-employees engaged with Big Bend Community College will be required to complete the regulatory and safety topics in new employee orientation, including FERPA.
- An orientation check sheet will be completed for each individual by the supervisor and forwarded to Human Resources. The orientation and training records for non-employees will be maintained by Human Resources.