



## Ohio Administrative Code Rule 3364-25-07 New employee orientation.

Effective: April 6, 2020

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### (A) Policy statement

All newly hired regular staff (non-faculty) will be scheduled to attend a mandatory new employee orientation. To the extent possible, new staff must attend orientation the first day of employment or the first available date orientation is scheduled.

The human resources department (HR) must approve departmental requests to begin new staff before orientation. Persons are prohibited from beginning work until all steps of the pre-employment process are completed and have been reported by HR to the hiring department.

### (B) Purpose of policy

The new employee orientation provided by HR is designed to welcome new staff and begin the process of assimilating them to the university of Toledo.

### (C) Procedures

#### (1) General information

HR will present a general orientation that introduces new staff to the mission and vision of the university of Toledo and the university of Toledo medical center and an in-depth discussion of the university of Toledo's core values; provide an overview organizational structure and pertinent general policies and guidelines including rule 3364-50-01 of the Administrative Code, "The university of Toledo's title IX policy"; and present information regarding employee benefits and provide relevant enrollment documents; explain fire, disaster codes, incident reporting and general infection control and safety standards.

HR will contact the new hire to schedule the orientation and notify the hiring department. New hires



to the health science campus will also be scheduled for "HSC" (health science campus) orientation following new employee orientation, if applicable.

Rehires: Employees rehired within one year by the university may not be required to attend new employee orientation and/or HSC orientation.

The orientation program may last up to one full day.

New employee orientation is conducted twice a month unless otherwise scheduled.

## (2) Department responsibilities

Each department is responsible for providing new staff an orientation specific to the departmental unit. The department orientation focuses on job responsibilities and competencies, department specific safety policies and procedures, and performance expectations.