

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Development and Assistance Programs	Section: VI
	Subject: A
SUBJECT: Orientation of New Employees	Effective: 01/01/06
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ORIENTATION OF NEW EMPLOYEES

Goal

The New Employee Orientation Program is established to help new employees understand the history, organization, and mission of the University and to teach them its standards and goals. In addition, important policies, programs and benefits are reviewed with new employees.

Provisions

- A. For all new employees, the program is conducted twice per month. It is very important that the employee's supervisor make arrangements for all new employees to be present at the first session after employment. Several items of a critical nature to the new employee will be discussed.
- B. The New Employee Orientation Program will include information concerning the following subjects:
 1. Origin and aims of South Carolina State University
 2. Organization of the University
 3. General personnel policies and procedures
 4. Employee benefits (insurance enrollment, retirement, workers' compensation, etc.)
 5. Safety and Security
 6. Other information which may be valuable to new employees of the University
- C. It is the responsibility of the immediate supervisor to ensure that the new employee is given an opportunity to attend this session and also supplement this general indoctrination on a day-to-day basis with more specific training for the employee's job and department.