Section 3 Subject 3.6 **Policy 3.5.2**	Human Resources Policies Training and Development **New Employee Orientation**	04/01/90 -Originated 02/05/10 -Reviewed w/ changes -Reviewed w/o changes Human Resources - Author

New Employee Orientation

Policy

Orientation is designed to acquaint new employees with UTMB's history, mission, and goals. It will provide necessary policy, procedure, health, safety and security guidelines for new employees as well as an overview of available benefits. All new UTMB employees shall attend an orientation session in accordance with the following guidelines. On line training is assigned when approved by Human Resources (HR).

All employees, with the exception of Correctional Managed Care (CMC) employees will be scheduled for orientation by the Human Resources Recruiter. New employee orientation for CMC employees will be scheduled and conducted at the appropriate CMC District Human Resources Office, unless otherwise designated. The HR Recruitment Office or the CMC District Human Resources Office will notify the appropriate department staff of the assigned orientation dates. Departments are expected to have off-campus employees attend orientation. If an off-campus employee is unable to attend orientation, departments may contact the HR Department (HRD) to obtain the necessary orientation materials. Special circum- stances should be coordinated in advance through the HR Recruitment Office. Orientation will also be offered on a biweekly basis both for employees eligible for the Optional Retirement Program and employees eligible for the Teacher Retirement System. CMC new employee orientations will be conducted on a bi-weekly basis. Special group orientation may be arranged by contacting the HR Recruitment Office or the Correctional Managed Care District Human Resources Office.

It is the responsibility of the employee's immediate supervisor to ensure that the employee reports for scheduled orientation. The Recruitment Office of the Human Resources Department or the Correctional Managed Care district Human Resources Office will follow up with the appropriate supervisor regarding new employees who fail to attend as scheduled.