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SECTION: HUMAN RESOURCES

AREA: TRAINING

SUBJECT: ORIENTATION PROCEDURE POLICY

PURPOSE

The purpose of this policy is to inform all departments within the University of Arkansas for Medical Sciences (UAMS) of the procedures to be followed in the orientation of new employees.

SCOPE

All newly hired UAMS employees employed to work 50% time or more in non-temporary positions.

POLICY

It is UAMS' policy that all new benefits-eligible employees (those who are hired to work fifty percent (50%) time or more in non-temporary positions) must participate in Orientation. It will be the responsibility of the hiring department to inform new employees that attending Orientation is a condition of employment, and that receipt of their first paycheck is dependent upon their participation and successful completion of the orientation process. If orientation is not successfully completed departments will be contacted and the new employee may be removed from payroll until required training is completed.

PROCEDURE

- (1) Orientation is usually scheduled every other week on Monday and Tuesday. A current orientation schedule and agenda is available on the Office of Human Resources (OHR) website at http://www.uams.edu/ohr/New_Employees.asp (click on New Employee Orientation Agenda). New employees and employees who change from "benefits ineligible" (e.g. temporary or student employee) to "benefits eligible" are to be scheduled as follows:
 - A. All employees who are eligible for benefits (work at least 20 hours a week on a non-temporary basis) are required to attend Orientation. Departments should register new employees (non-faculty and faculty) for orientation via SAP PV00. Please see orientation procedures on the OHR website http://www.uams.edu/ohr/New_Employees.asp for more information. Employees should be provided the payroll signup forms prior to attending orientation and instructed to bring the completed forms to their scheduled orientation session. These forms are available on the OHR website at

http://www.uams.edu/ohr/New_Employees.asp (scroll down to New Employee Payroll Signup).

- B. Faculty and Housestaff are required to attend a mini-orientation session. Faculty and Housestaff are not required to attend the regular two day orientation. Departments must schedule new faculty and housestaff for orientation via SAP PV00 or contact OHR at 686-5650 for questions. Faculty and Housestaff should be provided the payroll signup forms prior to attending orientation and instructed to bring the completed forms to their scheduled orientation session. The employee will complete benefits enrollment forms at this mini-orientation. Housestaff hired on July 1 of each year will attend a group orientation coordinated by the Housestaff Office.

 - C. Biweekly and monthly paid employees who are ineligible for benefits (work less than 20 hours a week and/or work on a temporary basis) must complete payroll forms either in OHR or their department on their first day of work. These forms are available on the OHR website at http://www.uams.edu/ohr/New_Employees.asp (scroll down to New Employee Payroll Signup Non-Benefits Eligible). After the forms have been completed they can be faxed to Human Resources if both the employee and the department business officer have signed the I-9. If the I-9 is not signed, the employee should bring the forms to Human Resources along with two forms of identification. No appointment is necessary.
- (2) All new employees and employees going from temporary employment to benefits eligible employment must be scheduled in advance to attend Orientation by registering them through SAP. Managers are responsible for ensuring that their new employees arrive for Orientation on time. Should a new employee require the services of an interpreter, it is the department's responsibility to ensure that one is provided.

 - (3) Prior to attending New Employee Orientation, new employees will complete the necessary forms required to place them on payroll, including:
 - (1) Federal and state tax withholding forms
 - (2) UAMS Drug-Free Awareness Statement
 - (3) UAMS New Employee Data Sheet
 - (4) Acknowledgement of Benefit Policies
 - (5) Form I-9, Employment Authorization

Form I-9 is a federal form designed to curb employment of illegal aliens, and requires that new employees show identification to establish their identity and eligibility to work in the United States. An employer is required to secure this form on an employee's first day of work. If an employee begins work before they attend Orientation, the new employee must complete a [New Employee Payroll Signup Packet](#) (select the appropriate packet for either a benefits eligible or non benefits eligible employee) including a Form I-9 in OHR on their first day of work.

- (4) All UAMS employees are required to receive training in Infection Control and Environmental Health & Safety. Employees who may have potential exposure to blood and body fluids must receive this training before they begin their regular duties. Those employees who participate in Orientation will receive this training. It is the supervisor's responsibility to arrange for the training of their employees who do not attend Orientation.
- (5) Orientation participants will receive information regarding parking, crime prevention, the UAMS Diversity Initiative, human relations, customer service and the Employee Assistance Program (EAP). Orientation leaders will also explain UAMS' group benefits and retirement programs, and new employees will be given the opportunity to enroll in the benefit plans. The first 31 days of employment constitutes an open enrollment period for the benefits. Therefore, it is critical that new employees attend Orientation on the first available orientation Monday of their employment, so that they are allowed the full open enrollment period to make decisions regarding their benefits.
- (6) Staff employee handbooks will be distributed during Orientation, and major University policies and procedures will be discussed. Employees will sign an *Acknowledgment of Receipt* which will become a record in their personnel file. Employees will also have their pictures taken for their UAMS identification badges during Orientation.
- (7) All employees will be required to complete an initial medical screening by the Employee Health Services. New employees attending Orientation will be given a tuberculosis skin test, and will be instructed as to the location, date and time of their screening.
- (8) Following Orientation, employees are to report back to their respective departments, unless otherwise instructed.
- (9) The supervisor is responsible for conducting the departmental orientation of their new employees. The New Employee Check List, available on the OHR website at <http://www.uams.edu/ohr/training/checklist.pdf>, can be used by supervisors as a guide.

REFERENCE

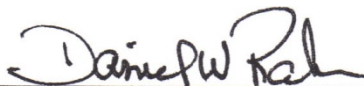
[UAMS Administrative Guide Policy 4.2.02](#)

[UAMS Administrative Guide Policy 4.4.05](#)

[UAMS Administrative Guide Policy 4.5.15](#)

[UAMS Administrative Guide Policy 4.5.26](#)

Signature: _____



Date: July 14, 2010