


PRR Review Process Box

PROPOSED REVISION TO: REG05.00.01: New Employee Orientation

Rationale: Revised to clarify covered employees and reflect the separation of New Employee Orientation and Benefits Orientation. Also updates contact information and additional references to include the Onboarding Center.

Review Process:

- Barbara Carroll, Associate Vice Chancellor for HR & Joe Williams, Director of Employee Benefits & Programs authorizes transmittal of PRR for review
- General Counsel preliminary review for legal issues
- Nikki Price, Director, HR, Univ. Business Operations
- Amy Circosta, Assoc. VP for Equal Opportunity and Equity
- Katie McInerney, OIT Training Coordinator
- Amy Orders, Assistant Director/Radiation Safety Officer
- Sarah Noell, Assistant Director, Outreach, Communication, & Consulting (OIT)
-  Charlie Leffler (Relevant NCSU administrative body recommends _____)
- [Relevant NCSU committee or other body] recommends _____
- General Counsel final review
- 10/28/14 [EOM, or official with delegated authority to approve PRR] final approval
- 1/12/15 University Council (approval/notification), if applicable
- Board of Trustees (approval/notification), if applicable

NC STATE UNIVERSITY
Policies, Regulations and Rules

Authority	Vice Chancellor for Finance and Business
Title	New Employee Orientation and Benefits Orientation
Classification	REG05.00.01
PRR Subject	Employment
Contact Info	Director, HR, Univ. Business Operations (919-513-7817) Director, Employee Benefits & Programs (919-515-2151)

Deleted: University Benefits Director

History: First Issued: October 1, 2002.

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Last Update: October 2, 2014

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Additional References:

Onboarding Center: New Employee Orientation

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1. Purpose

New Employee Orientation and Benefits Orientation provide information on university policies, procedures, and benefits.

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New Employee Orientation is facilitated through the University Onboarding Center and covers the basic steps to getting started as an employee and information related to university policies and procedures. Employees must attend New Employee Orientation within 30 days of their hire date.

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Benefits Orientation, led by the HR Benefits Office, must be completed by newly-hired SPA or EPA employees within 30 days of their hire date. Employees have the option of attending an in-class instructor led session or completing an online self-paced benefits orientation.

Deleted: Training on safety hazards in the workplace is incorporated into the orientation program. An employee's change from probationary to permanent status is partially contingent upon his/her attendance. .

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2. Covered Employees

For New Employee Orientation: All full and part time (.50 FTE or greater) SPA staff and EPA faculty and staff, and Post Docs. Rehired employees who are returning to the University and who have not attended a New Employee Orientation with the previous five years must also attend.

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For Benefits Orientation: All full time, regular faculty and staff must participate in a Benefits Orientation session (in class or online) before the 30th day of employment. Part time regular employees working few than 30 hours per week, but more than 20 hours per week, are eligible for some voluntary benefits paid fully by the employee and may attend the Benefits Orientation or view it online. Part time faculty, temporary workers, and student workers who

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have been hired to work at least 30 hours per week for at least 3 months will be contacted by the Benefits Office with available health coverage information.

3. Procedure

New employees should work with their hiring department or the Onboarding Center to get scheduled for both orientation sessions.

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