Policy Number: 409

Policy Title: Employee Orientation

**POLICY:**
Orientation is required for all new employees.

**PROCEDURE:**
A New Hire and Benefits Orientation will be scheduled for regular full-time employees. Employees who are unable to attend a scheduled orientation may complete the New Hire Orientation and the Benefits Orientation on the Human Resources website at [http://www.gpc.edu/~gpchr/newhire.htm](http://www.gpc.edu/~gpchr/newhire.htm). The orientation provides employees with information about college policies, procedures, and benefits. Employees will complete payroll and benefits forms during orientation.

Supervisors will require new part-time faculty or staff to complete payroll, compliance training, and verification forms. Once the supervisor submits the completed forms to Human Resources, the new employee will be added to the Human Resources Information System (HRIS).

All employees are responsible for the accuracy of the information they submit.

During the orientation process, supervisors will share the following information with all new employees:

2. Job description, conditions of employment, compensation, and other work-related matters
3. The appropriate handbook:
   - Full-Time Faculty: *Faculty Evaluation, Promotion and Tenure Handbook*
   - Full-Time Librarians: *Librarian Evaluation and Promotion Handbook*
   - Full-Time Staff: *Full-time Classified Employee Handbook*
   - Part-Time Faculty: *Part Time Faculty Handbook*
   - Part-Time Staff: *Part-time Classified Employee Handbook*

Within the first five days of employment, new employees will obtain their GPC ID card ("JCard") at the JCard Office on any campus. The JCard is nontransferable and should be returned to the college upon termination of employment. The loss of an ID card should be reported to the JCard Office immediately.

Policy Council Review Date(s):

PPAB Approval Date: __________