



<b>Policy Title</b> Employee Orientation and Training	<b>Original Adoption Date</b> 7/1972; 12/1989	<b>Policy Number</b> HR-153
<b>Responsible College Division/Department</b> Human Resources	<b>Responsible College Manager Title</b> Director of Human Resources	
<b>Policy Statement</b> All staff are required to participate in training programs that the college identifies as essential. Some programs are offered on a voluntary-participation basis.  An employee tracking system is utilized to create an individual training record of activities.		
<b>Reason for Policy</b> The college recognizes that orientation and training programs are essential for communicating the philosophy, mission and operations of the college to employees.		
<b>Cross References and Legal Review</b>  Reviewed/Revised: 11/89, 5/90, 5/93, 9/94, 11/98; 7/01/02; 7/1/07  <b>Legal Counsel Review and Approval:</b> <b>Board Policy: III.A. General Executive Constraint, III.B. People Treatment</b>		
<b>Definitions</b>		