



Policy Title Employee Orientation and Training	Original Adoption Date 11/1989	Policy Number HR-153
Responsible College Division/Department Human Resources	Responsible College Manager Title Vice President of Human Resources & Talent Development	
Policy Statement All employees, are required to participate in training programs that the college identifies as essential to the organization and/or individual job function. An employee Learning Management System (LMS) is utilized to create an individual training record of activities.		
Reason for Policy The college recognizes that, in addition to training to meet legal requirements, orientation and training programs are essential for communicating the philosophy, mission, and operations of the college to employees.		
Cross References and Legal Review Created/Adopted: 11/1989 Reviewed/Revised: 11/89, 5/90, 5/93, 9/94, 11/98; 7/01/02; 7/1/07 Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment		
Definitions		