



Policy Title New Support Staff Orientation	Original Adoption Date 7/1/73	Policy Number HR-331
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief of Human Resources & Talent Development	
Policy Statement New employees are expected to complete the required new staff orientation components established and scheduled through Organizational Development Center. Optional training components are also available upon the employee and/or the respective manager's request to Organizational Development Center.		
Reason for Policy To ensure that new employees are oriented on college systems and processes to be successful in their new roles.		
Historical Data, Cross References and Legal Review Reviewed/Revised: 7/77; 11/16/89; 10/21/92; 5/19/93; 1/15/15; 8/29/17 Cross Reference: Assessment of Staff Members; Assessment of Support Staff Legal Counsel Review and Approval: N/A Board Policy: III.B. People Treatment		
Definitions		