

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> New Employee Orientation	<i>Number:</i> T 209	<i>Page(s):</i> 2
	<i>Date:</i> July 2009	

PURPOSE

New employee orientation will be scheduled for the second Tuesday of each month. The College reserves the right to postpone or reschedule if circumstances warrant. The goal is to coordinate the employment start dates with the scheduled orientation dates whenever possible to provide a smooth transition to employment at Vermont Technical College.

New Employee Orientation sessions will be offered to full-time, regular part time and limited status employees.

The Orientation sessions are hosted by the Offices of Human Resources and Payroll & Benefits with participation from other College Divisions. They are designed to introduce new staff members to Vermont Technical College as well as allow them to complete required paperwork. New Employee Orientation provides an opportunity to meet different members of the College community, tour the campus, and review College policies and applicable collective bargaining agreements and to enroll in eligible benefits programs.

PROCEDURES

Once a new employee has accepted the job offer and a starting date of employment has been established, the supervisor will contact Human Resources to schedule a new employee orientation meeting. Orientations may be conducted individually or in group settings.

In accordance with Policy #201, the Office of the President will send each new employee a letter of appointment accompanied by a copy of their job description. This must be returned to the Office of the President prior to the start of active employment. A copy of the letter is provided to the Payroll & Benefits Office by the Office of the President.

Upon receipt of the returned letter of appointment, the Payroll & Benefits Office will provide the supervisor with an I-9, W-4 and new employee benefits packet to be given to the new employee on his/her first day of active employment.

The supervisor will meet with the new employee on the first day of active employment to provide initial departmental orientation and instruction. The new employee will complete the I-9 and W-4 within the first three days of employment, submit to the supervisor for verification and the supervisor will forward fully executed documents to the Payroll & Benefits Office. A new

employee cannot be set up on either the Payroll or IT network without these completed documents.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) March 1987
 - b) August 2005
 - c) July 2009

Signed By:  Patricia Moulton President
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