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## EMPLOYEE ORIENTATION PROCEDURE

PERSONNEL | 300.321B

### Last Evaluation

1/5/2024

### Executive Staff Approval

1/29/2024

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## 1. Procedure Statement

Mountainland Technical College (MTECH) strives to welcome new employees and adequately orient them to their new duties. The initial welcome and orientation of new employees is provided by the Human Resources Department. Additional department and job-specific orientation and training is provided by the supervisor and members of the department.

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## 2. Procedure

Initial orientation covers the areas below:

- 2.1 The employee meets with Human Resources to complete a background check and provide the necessary documentation.
  - 2.1.1 The purpose of the background check is explained.
  - 2.1.2 The employee reads and signs the waiver form, authorizing MTECH to complete the background check.
  - 2.1.3 The employee is fingerprinted, and prints are sent to the Bureau of Criminal Identification.
  - 2.1.4 The employee's Driver's License, additional original documentation for completion of the I-9 form, and required documentation such as employee education, certifications, licenses, and vaccinations, are collected and scanned where applicable.
  - 2.1.5 All employee documentation is recorded in an employee file and in MTECH's Human Resource Information System (HRIS).
  - 2.1.6 The HR representative explains to the employee that upon

successful completion of their background check and completion of MTECH's onboarding in the HRIS, their supervisor will be notified that they are now eligible to work.

- 2.1.7 During the meeting, the HR representative briefly highlights the following:
  - 2.1.7.1 The College website, including important links.
  - 2.1.7.2 The College's learning management system (LMS).
  - 2.1.7.3 The College network and email systems.
  - 2.1.7.4 The HR Contact sheet is also provided for future reference.
  - 2.1.7.5 The employee is photographed for their employee ID badge.
  - 2.1.7.6 Instructions are given for obtaining a parking pass and bus pass.
  - 2.1.7.7 The HR representative answers any additional questions the employee may have.
  
- 2.2 The employee completes enrollment in the HRIS. This includes providing the following:
  - 2.2.1 Personal and employment information
  - 2.2.2 Contact information
  - 2.2.3 Direct deposit account information
  - 2.2.4 Federal and State tax forms
  - 2.2.5 Emergency contact information
  - 2.2.6 Completion of the I-9 form to verify eligibility to work in the United States
  
- 2.3 The employee also completes and electronically signs the following policy documents:
  - 2.3.1 At-Will Employment Agreement
  - 2.3.2 Discrimination and Abusive Conduct Agreement
  - 2.3.3 Drug and Alcohol Policy Agreement
  - 2.3.4 Employee Handbook Acknowledgement
  - 2.3.5 Information Technology Acceptable Use Agreement
  - 2.3.6 Title IX Sexual Harassment Policy Agreement
  - 2.3.7 Smoking Policy Agreement
  - 2.3.8 Nepotism Disclosure
  - 2.3.9 Birthday Disclosure
  - 2.3.10 Conflict of Interest Disclosure

- 2.4 Upon successful completion of the onboarding process and the background check:
  - 2.4.1 The supervisor is informed of the completion and instructed to contact the new employee to arrange training and scheduling.
  - 2.4.2 The Technology Department is notified to set up the employee network and email accounts, and obtain the necessary equipment and access required by the position.
    - 2.4.2.1 Employee accounts are established in the learning management system for required training.
    - 2.4.2.2 Additional accounts are established in Canvas, the Student Information System, etc based on employee position.
  - 2.4.3 A welcome packet is prepared for the employee to be presented by the direct supervisor. The packet includes:
    - 2.4.3.1 The employee badge
    - 2.4.3.2 Prox card
    - 2.4.3.3 IT setup information, including network ID and password
    - 2.4.3.4 Instructions to obtain a parking pass and bus pass
    - 2.4.3.5 Emergency and safety information cards
    - 2.4.3.6 Employee calendar
    - 2.4.3.7 Small gift from the college

### 3. Evaluation History

Last Evaluation	Executive Staff Approval
12/1/2015	
9/16/2016	9/19/2016
7/25/2017	8/7/2017
7/1/2018	7/16/2018
4/29/2019   no change	4/29/2019
6/4/2020	6/8/2020
4/24/2021	4/26/2021
11/1/2022	11/14/2022
1/5/2024	1/29/2024