

New Employee Orientation and Processing

1. PURPOSE

1.1 Specific orientation activities are required to introduce new employees to the university, inform new employees of the policies and procedures of the university, document personal information for addition to the UHCL payroll database and establish uniform employee personnel records. This policy and its procedures outline the orientation and documentation requirements for various types of employees.

2. DEFINITIONS

2.1 Regular, benefits-eligible employee – an individual employed to work at least 20 hours per week (50% Full-time Equivalency) for 4.5 continuous months or longer in a position that does not require student status as a condition of employment.

2.2 Non-benefits-eligible employee – an individual employed to work less than 20 hours Per week (less than 50% FTE) regardless of the length of appointment; or an individual employed to work at any FTE for less than 4.5 continuous months in a position that does not require student status as a condition of employment.

2.3 Student Employee – An individual employed in a position where student status is required as a condition of employment.

2.4 New employee orientation – a formal process conducted by the Office of Human Resources staff during which new regular employees sign and submit required forms and are given information about the university and its policies and practices. Also referred to as “NEOP” (new employee orientation program.)

3. POLICY

3.1 It is the policy of UHCL that each new regular, benefits-eligible employee must complete the new employee orientation process as soon as possible after beginning work at the university.

3.2 The Office of Human Resources is responsible for scheduling NEOP at the most convenient times relative to the beginning of employment and subsequent payroll preparation. The Office of the Provost is responsible for scheduling orientation for new faculty. Supervisors are responsible for ensuring that all new employees attend their scheduled NEOP.

3.3 Certain personnel documents are mandatory and must be completed before any employee can be added to the personnel/payroll database and be paid through the automated payroll system. All new employees must complete payroll-related documents within three days of the date of hire. Benefits enrollment documents must be completed with the HR benefits coordinator within thirty days of date of hire. Other orientation activities are completed during the NEOP session.

3.4 Since documentation requirements are subject to change, it is the responsibility of any employee to submit all required documents. Failure to submit required documents may delay salary payments or adversely affect implementation of benefit choices.

3.5 Non-benefits-eligible employees must meet documentation requirements by reading the information presented in the UHCL Temporary/Part-time Employment Manual, and completing and submitting the appropriate forms to the Office of Human Resources. It is recommended that student employees read the information presented in the UHCL Temporary/Part-time Manual.

3.6 All new benefits-eligible employees must attend a NEOP training session and receive information regarding state required training, health and safety, ethics, policies and procedures of UHCL and customer service. Employees may not, under any circumstances, be excused from receiving state-required EEO training.

3.7 In addition to the orientation session conducted by the Office of Human Resources, the supervisor or designee should introduce the new employee to the work area, to co-workers to the job duties, and to the department's rules and regulations. The supervisor is also responsible for providing reasonable instruction and guidance to help the new employee adjust to the work environment.

3.8 An employee's official personnel file and payroll records will be maintained by the Office of Human Resources throughout the individual's employment at UHCL and for at least seven (7) years following termination of employment.

3.9 Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group.

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