

Chapter 06 Employee Orientation

6.01 Classified Employee Orientation Policy

The employing unit supervisor and/or designee has the responsibility for orienting new employees to duties, job performance expectations, work unit structure and functions, department work rules, and reasonable accommodation requests. Employees new to the University and state service should receive an explanation of their rights and benefits under the civil service system.

- **Procedure**

The employing unit may choose to have group orientations or individual orientation. If the employing unit wishes to plan group orientation sessions, assistance may be obtained by contacting Classified Human Resources, at 262-3233. If the employing unit prefers to have the supervisor conduct a personal orientation session with each new classified employee, the following suggestions may be useful.

- **Affirmative Action:** Cover UW-Madison practices and rules to comply with equal employment laws and regulations.
- **Benefits Briefing:** This session is devoted to describing benefits for which newcomers are eligible immediately or after a certain time period, such as health, accidental death or dismemberment, dental, income continuation, and life insurance; payroll deductions for bonds, worker's compensation, unemployment insurance, FICA. The employee is provided a checklist of events and subjects to be covered during the orientation period and is instructed to check off items as they are covered (see Appendix B).
- **Benefits Packet:** Either separately, or at a benefits briefing, provide the employee with a packet of all printed materials dealing with the retirement plan and benefits. The new employee should receive a copy of the Staff Benefits Booklet (available from the Benefits Services Office, 265-2257).
- **Employee Assistance:** Explain services available to employees and their immediate family members in case of personal or work-related problems.
- **Employee Handbook:** The new employee is issued a UW-Madison Employee Handbook for Classified Employees, which covers a wide range of topics related to the University and employment in the civil service. The Handbook may be used in orientation sessions by references to its contents. It is available at http://www.ohr.wisc.edu/employee_handbook/index.pdf.
- **ID Cards:** Limited term, permanent and project classified employees are eligible for, and should obtain, a photo identification service card from the Photo Identification Office, B109 in Union South. Employees will be asked to present some form of identification such as a driver's license. Lost or stolen ID cards will be replaced by the Photo Identification Office for a fee. For additional information, go to <http://www.union.wisc.edu/photoid/index.html>.
- **Initial Sign-up:** Paperwork necessary to enroll new employee is completed, such as tax withholding, insurance, security clearance, photo identification card, parking permit, and so on.
- **Job Description:** A detailed description of the job and an organization chart is provided, both in written form and a verbal explanation of goals and worker activities expected.
- **Jury Duty & Military Leave:** Explain the policy on leave and pay for jury duty, and leave for short-term service in the armed forces, such as National Guard or Reserves.
- **Outside Employment:** Apprise new employees of rules on employment outside the University that could cause a conflict of interest.
- **Parking:** Advice on where to park, reserved spaces and permits shall be provided to new employees.

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- **Performance Appraisals:** Summarize the system used to evaluate workers, periods covered, and criteria, explain who will do the appraisal, employee participation by self-evaluation, and the sign-off or appeal process.
- **Safety Briefing:** If appropriate, provide careful coverage of rules, procedures and concerns for general safety and any special problems connected with work, such as hazardous materials, dangerous machines or substances, dust, humidity or noise. Explain procedures to be followed in case of fire, including the location of exits and extinguishers, as well as the duration and sound of alarms. In work places where safety is a unique concern, this briefing should come early in the orientation period.
- **Safety Equipment:** Protective apparel or equipment, such as glasses, safety shoes, coats, gloves, and so on, is issued with instructions on use and care.
- **Sick Leave:** Explain procedures for reporting absences due to personal illness, death or illness in the family, emergency involving a dependent child during working hours, policy on pregnancy leave, and emergency leave for death or serious illness in family.
- **Telephones:** Explain your unit's telephone system and provide an inter-office and/or campus directory, as necessary. Explain the policy on personal and long-distance calls.
- **Training:** Explain on-the-job training, job-related and/or career-related training.
- **Union Briefing:** A union representative provides information about union membership, if applicable. The briefing may include data on the union contract, grievance procedure, membership dues, etc.
- **Vacation/Holiday:** Explain the UW-Madison policy on leave; eligibility and amount and accrual of vacation time, personal holidays, and legal holidays observed by State employees.
- **Work-Group Observation:** Introduce the newcomer to fellow employees with whom he or she will work closely; employee may spend time observing what they do. Other workers should explain their jobs and answer questions.
- **Work Hours:** Explain workday or shift hours, breaks, lunch hours, shift rotations, work week, overtime, flextime, and other data pertaining to the employee's work schedule.
- **Work Rules:** Each new employee should receive a copy of the work rules ([Appendix A](#))