

5.26 Orientation for New Faculty and Staff

Last Revised: January 2025

Policy: Piedmont Community College (PCC) requires new faculty and staff to complete an employee orientation.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline requirements for employee orientation, which provides a new employee with information concerning the policies and procedures of PCC, along with information about PCC employee benefits.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority. The Vice President, Administrative Services/CFO, has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. Orientation for new employees involves a review of key college informational items including, but not limited to, policies, procedures, and benefits.
- 1.2. Table 1 indicates which form will be used with each individual receiving orientation and who is responsible for conducting the orientation. (See forms for the specific items covered.)

Table 1. Administration of Orientation Forms

Employee Group	Title of Form	Administered by
Full-time Faculty and Staff	Full-Time New Hire Employee Orientation Checklist*	Office of Human Resources and Organizational Development (HROD)
Full-time Faculty and Staff	Full-Time New Hire Employee Supervisor’s Orientation Checklist* for Specific Department or Program	Supervisor
Part-time Faculty and Staff	Part-Time New Hire Employee Orientation Checklist*	Supervisor/Designee

*Completed/signed forms are forwarded to the Office of HROD for distribution to the employee. Blank forms are located on the College’s intranet.

- 1.3. As part of the employee orientation, the Office of HROD will provide all new full-time faculty and staff a packet of information and required forms to complete during the onboarding process.
- 1.4. During the first year of employment, all full-time employees will participate in a series of trainings and workshops designed to familiarize themselves with PCC staff, processes, and expectations.
- 1.5. As part of the employee orientation, the department representative will provide all new part-time faculty and staff a packet of information and required forms to complete during the onboarding process.

Legal Citation: N/A

History: Effective October 1988; Revised October 2001, January 2012, January 2016, November 2021, January 2025