

<b>HAYWOOD COMMUNITY COLLEGE</b>	<b>HUMAN RESOURCES NEW EMPLOYEE ORIENTATION</b>	Procedure 3.1.2.2
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Full-time employees will be provided with an Orientation session generally occurring within the first three days of employment with the College. Orientation will be scheduled by the Human Resources Office. It is the desire of the College that this orientation session will help to welcome new hires into the organization, cover matters related to payroll and benefits, and introduce departments and processes critical to effective employee onboarding.

Orientation shall cover the following areas:

- I. Introduction to President, Executive Team, members of President's Council and others,
- II. Review of the College's mission, vision and values,
- III. Review of benefit plan options and enrollment forms, as well as payroll and timekeeping processes and timelines and supporting documentation,
- IV. Review of retirement system; defined benefit plan, disability and life insurance,
- V. Review of additional supplemental benefit plan options and directions for enrollment,
- VI. Review of policies and procedures listing; Acknowledgement form due to Human Resources within 7 days of Orientation completion,
- VII. Visit Student Services for employee ID badge issuance and parking permit issuance,
- VIII. Special guests will join to speak about departments and committees such as, Foundation, Marketing, IT, Business Office, Student Service and Office of Instruction.

Adopted: 03-24-2017

Revised: 03-31-2022