

HAYWOOD COMMUNITY COLLEGE	HUMAN RESOURCES NEW EMPLOYEE ORIENTATION	Procedure 3.1.2.2
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New employees will be advised to attend an Orientation Program conducted by the Office of Human Resources during the first three days of employment. The orientation procedures cover the following topics:

- I. Introduction/greeting
 - a. Introductions – Human Resources
 - b. President
 - c. Each other
 - d. Values; Planning Council; Strategic Planning
- II. Foundation
- III. Tax forms & I-9
- IV. Data sheet
- V. Supplemental Retirements
- VI. Colonial
- VII. Health Plan
- VIII. Dental
- IX. Vision
- X. Retirement System
 - a. Defined benefit plan
 - b. Disability
 - c. Life
- XI. Transcripts
- XII. Benefits
 - a. Fitness Center
 - b. Leave
 - c. Life Insurance
 - d. Longevity
 - e. Jury Duty
 - f. Holidays
 - g. Education leave

- h. Long-term care
- i. ID - Bookstore
- j. Parking – Security
- k. Library

XIII. Miscellaneous

- a. Policies
- b. ADA
- c. Comp Time
- d. Credit Union

XIV. Tour of Campus

In addition, there is an orientation checklist, which will be explained to you by your supervisor and guides you to visit respective departments. After completion, this form will be returned to the Human Resource office to be placed in the personnel file.

Adopted: 03-24-2017