

# UIC POLICIES AND PROCEDURES

NUMBER  
316

MANUAL Human Resources	SECTION Employment Guidelines	PAGE 1 of 1
SUBJECT Orientation of New Support Staff and Academic Professionals	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

## PURPOSE

To acquaint employees with employment benefits, safety and security, applicable rules, and organizational structure of UIC.

## APPLICABILITY

New support staff and academic professional employees

## POLICY

All newly-hired and newly-eligible support staff and academic professional employees must attend the New Employee Orientation program as soon as possible after being hired. Orientation programs are presented weekly and are designed to acquaint new employees with the UIC Mission, organizational structure, employment policies, campus resources, applicable safety and security rules, and employment benefits. New faculty are not required, but are strongly encouraged to attend New Employee Orientation.

The employee's immediate supervisor or department representative must conduct the unit-level orientation for the new employee. This orientation must address, at a minimum, work schedule, reporting relationships, performance standards, the probationary period, evaluation(s), schedule, use of work tools, and similar topics, as applicable.

## PROCEDURE

### RESPONSIBILITY

1. Employee
2. Human Resources Organization  
Effectiveness and Benefits Center
3. Hiring Unit

### ACTION

Signs up for a Benefits Orientation session in NESSIE New Hire within 10 days of start date.

Conduct orientation for newly-hired and newly-eligible support staff and academic professional employees.

Conduct unit-level orientation for new employee.