POLICIES AND PROCEDURES

SUBJECT: Onboarding
ISSUE DATE: 10/01/2018
SUPERSEDES ISSUE DATE: New Policy

Policy Title: Onboarding

Policy Statement:
ICOM seeks to ensure all employees are effectively and efficiently introduced to their new positions and the relevant policies, systems and processes of ICOM in order to perform and develop in their roles. ICOM intends to comply with all federal and state regulations regarding the on-boarding of new employees.

Procedure: After the acceptance of the position, HR will begin the on-boarding process to ensure a successful on-boarding experience.

Prior to the employee’s first day:
1. HR will send the new employee on-boarding materials through the HRIS/Payroll (Paylocity) On-boarding program. See the HR SOP for details of items sent. The new employee is asked to complete the materials at least 10 days in advance of their start date, when possible.
2. HR notifies IT of the employee’s device selection (where appropriate) and ensures they are available to help the new employee on their first day.
3. HR works with the hiring manager to establish a mentor who will be the new employee’s go-to person for any questions and will help them acclimate to ICOM. The mentor does not have to be the trainer nor in the same department.
4. HR creates an on-boarding schedule for the new employee and sends meeting requests to the employee, trainers, and supervisor.
5. HR reminds the supervisor to have the new employee’s workspace ready, including phone number, paper supplies, business cards, etc.

The employee’s first day:
1. HR will meet with the new employee upon arrival. HR or the supervisor will give the new employee a tour of the facility and make introductions.
2. HR works with the appropriate personnel to ensure the new employee receives their parking pass and has the means necessary to access the building and their office.

3. HR meets with the new employee and provides them with:
   • the Standards of Behavior (reviewed in a separate meeting with supervisor)
   • the on-boarding Checklist outlining the various departments the new employee should meet with over the next week or so. The supervisor or HR will help the new employee make those connections.

4. HR addresses any documents needing attention from the on-boarding materials.

5. HR will review the items on the On-boarding Checklist, found at: A+ HR/On-boarding and help the employee with any questions they have on benefits, school policies, etc.

6. The IT staff will meet with the new employee to set up devices and address any questions they have on gaining access to ICOM computer systems.

7. HR will assign the appropriate compliance training through the our current collaborative learning environment system, Collaborarnation, and help the employee log in and begin their training. All employees will receive annual training on:
   • FERPA,
   • Title IX,
   • Harassment,
   • ADA,
   • Data Security.

**Additional Specific Employees Training**

The Security department receives additional training on the Clery Act and Active Shooters.

Employees working in the Anatomy lab will receive training on Bloodborne Pathogens, Basic First Aid, ISU Anatomy Lab training (Hazardous Waste, Radiation Safety, Back Safety, Bloodborne Pathogens and Active Shooters).

8. The new employee meets with their supervisor and begins the departmental orientation process. The supervisor takes the new employee to lunch on their first day.

Approved by:

[Signature]

10/01/2018

_________________________       __________________
CAO/Dean       Date