

Employee Orientation

Types of Information to be Provided

Employee orientation programs must provide the following kinds of information:

- job-related information — i.e., the information the employee needs to do the job.
- general employment and organizational information — i.e., information that must be provided to comply with federal and New York State (NYS) law, and information the employee needs to know about the Research Foundation (RF).

Each is described in more detail below.

Job-Related Information

Information the employee needs to do the job includes:

- name of supervisor.
- duties and responsibilities of the job.
- location of work station and supplies.
- work schedule (including rest or meal periods).
- other job-related information, as determined by the office or person responsible for RF personnel matters at the operating location. This may include information about such matters as training and health and safety.

General Employment and Organizational Information

General information includes:

- the material specified in [Employee Orientation Materials to be Provided to New Employees](#), which is divided into (a) information that must be given to all Research Foundation employees upon hire, regardless of their length or type of appointment; (b) appropriate tax materials to be given to employees; (c) benefits information to be given to appropriate benefit-eligible employees; (d) retirement information to be given to regular and summer employees; and (e) online access information for all employees. Note: The operating location also has the option of including general employment and organizational information of a local nature.
- the name and number of the office or person responsible for Research Foundation personnel administration and the name and number of the location's affirmative action officer. Note: This information must be kept current and employees must be notified when any change takes place.
- information about the RF as a private, nonprofit employer.
- benefits information.
- information regarding RF policies and procedures on the following:
 - employment policies and procedures — e.g., appointments and employee development.

- equal employment opportunity, which includes affirmative action, nondiscrimination, and nonharassment.
- time and attendance, which includes uniform leave.

When Orientation Should Take Place

The operating location's orientation procedure must ensure that employees receive the specified material within 60 days of the hire date, unless otherwise specified (e.g., by law the I-9 must be completed within 3 days after the employee begins work; see [Employment Eligibility Policy](#))

Who Performs Orientation

The office or person responsible for administering Research Foundation personnel matters normally provides general employment and organizational information.

This office or person is responsible for providing the employee with the general information specified in [Employee Orientation Materials to be Provided to New Employees](#).

The employee's supervisor or other staff members within the employee's department normally provide job-related information.

How Orientation Should Be Implemented

The person or persons responsible for orientation at the operating location should:

- meet with each new employee, individually or as part of a group.
- provide each employee with an orientation packet of materials and an explanation of the material included.
- obtain the employee's written acknowledgment of receipt of the orientation packet. Note: The certification of receipt described below may be used for this purpose.
- explain how materials are to be updated or revised.

Certification of Receipt

Operating locations should document that new employees have received the required materials regarding their employment with the Research Foundation.

This may be done by using the [New Employee Orientation Checklist](#) or the [Summer SUNY Faculty Checklist](#). When using the form, follow these steps:

| Step | Action |
|------|---|
| 1 | Check the items being provided to the employee. |
| 2 | Go over the list with the employee during orientation. |
| 3 | Request that the employee sign the certification statement. |
| 4 | Retain the original signed copy in the employee's personnel file. |
| 5 | Provide the employee with a copy of the signed checklist. |

Providing Benefits Information

For additional information on providing benefits information and materials to employees, refer to the following documents in Benefits Administration:

- [About Health Insurance Benefits for Regular Employees](#) deals with health insurance for regular employees.
- [Prescription Drug Benefit Handbook](#) deals with prescription drug plan.
- [Informing Eligible Employees about Dental Coverage](#) deals with dental benefits.
- [Providing GSEHP Information to Eligible Employees and Fellows](#) deals with the Graduate Student Employee Health Plan.

Change History

| Date | Summary of Change |
|---------------|--|
| July 16, 2018 | Added wording and link to Summer SUNY Faculty Checklist. |
| June 11, 2012 | Updated links in Providing Benefits Information section. Updated New Employee Orientation Checklist link. Updated wording in first bullet of General Employment and Organizational Information to reflect changes to New Employee Orientation Checklist. |

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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