



## **HUMAN RESOURCES NEW HIRE ORIENTATION CHECKLIST**

EMPLOYEE NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

JOB TITLE \_\_\_\_\_

The following is to be used to ensure all areas are discussed with the new employee.

- University Organization Structure and Campus Map
- Public Safety and Crime Statistics
- Parking Program
- Information Technology
- Payroll and Compensation Practices
- HIPAA Policy
- Policy of Ethical Practice
- Confidentiality
- Administrative Policies\* including:
  - Smoke-Free Environment
  - Drug/Alcohol Free Work and Learning Environment
  - Sexual Harassment
- Family and Medical Leave Policy (FMLA)
- Human Resource Policies\*
- Benefits Program Overview (including Summary Plan Descriptions)

\*I have received a copy of the Administrative Policy Manual and reviewed the Human Resource Policies and I understand that I am responsible for reading the policies and procedures contained therein and any periodic updates or revisions that may be made. I understand that these policies are prepared for informational purposes only and do not constitute a contract between Robert Morris University and its employees and should not be construed as such, and that the policies contained may be changed or amended at any time, with or without notice.

\*Employment is at the mutual consent of the employee and Robert Morris University. Any University employee whose employment is not governed by the terms of a written contract is considered to be an "at-will" employee. Although the University hopes that employment will be mutually satisfactory, the employee is free to resign at any time, just as the University is free to terminate employment at any time. No manager or supervisor in the university, other than the President, is authorized to enter into any employment contract (written or oral) with any employee.

All of the above items have been discussed with me.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Representative \_\_\_\_\_ Date \_\_\_\_\_