



# MOLLOY UNIVERSITY

Policy # HR.409  
Onboarding and Orientation  
Responsible VP: VP for Finance,  
Treasurer  
Responsible Office: Human  
Resources  
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## **ONBOARDING AND ORIENTATION**

Before beginning work, new employees are expected to attend an onboarding session conducted by the staff of the Human Resources Department. During the onboarding session, the new employee completes payroll and benefits forms, receives compliance-related training and is introduced to important University policies and procedures. Shortly after beginning work, new employees are expected to attend a quarterly orientation meeting. During these meetings, new employees are introduced to the University as a whole, its mission, culture, Dominican Tradition and guiding values.

### **Orientation to the Work Group**

It is the responsibility of the supervisor to orient and integrate the new employee to their new work situation. The following issues should be covered as applicable:

- The employee's responsibilities and job duties and how they relate to the work of the department.
- The standards of work, attendance and conduct expected of the employee.
- The administrative procedures of the department or group such as lunch hours, completing time sheets, absence reporting, parking, remote work options etc.
- General introduction to Molloy University and to the employees with whom the new employee will be working.
- The FERPA, Anti-Bias, Safe Use of Technology, and Sexual Harassment online training tutorials.
- The physical layout of the office and building, food service areas, restroom facilities, etc.
- Pertinent safety regulations and fire exits.
- The use and operation of any necessary office equipment.

### **ID Cards**

All Molloy University employees are issued an identification card upon hire. ID cards should be carried at all times while on campus. The Molloy University ID card certifies your affiliation with the University for cashing paychecks, borrowing books from the Library, and using University facilities. Identification cards must be returned upon termination.

### **Keys**

Office and building keys are issued to authorized users only. Authorized users are responsible for the security of the keys and are not allowed to duplicate them or lend them to unauthorized persons.

Upon termination of employment, keys must be handed in to the employee's immediate supervisor.

**Parking**

All employee cars must display a current parking permit to park on university grounds. Parking stickers can be obtained from Molloy University Public Safety. Accessible parking permits will be issued upon request for employees with approved parking accommodation requests. Information on Molloy University parking regulations is available from the Director of Public Safety.