

**Policy 1323**  
**New Employee Orientation**

**Date of Current Revision: May 2023**  
**Responsible Officer: Director of Human Resources**

**1. PURPOSE**

The university has a systematic, strategic program within Human Resources to provide new employees with information about the university, their benefits options, and personnel policies and procedures, making the employment experience more fulfilling and productive.

**2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

**3. DEFINITIONS**

**Dukes at Work Orientation Program**

A systematic, strategic program designed to educate and inform new employees for the purpose of making their employment experience more fulfilling and their work more productive.

**4. APPLICABILITY**

This policy applies to all newly hired (and re-hired after a year's break in service) full-time or part-time faculty and staff. It does not apply to student employees (Policy [1334](#)) or graduate assistants (Policy [2103](#)).

**5. POLICY**

The university, primarily through the Office of Human Resources, will create and deliver programs designed to ease and enhance the transition of all new employees to the James Madison University community. Such programs will not only fulfill payroll, benefits and legal compliance obligations but will also introduce new employees to the mission, vision, and values of the university as well as university-provided resources to support healthy work-life balance, personal growth and professional growth for all faculty and staff.

**6. PROCEDURES**

6.1 As soon as a candidate has accepted a job offer, the department shall initiate an electronic Personnel Action Request (ePAR.) The ePAR begins the onboarding process and serves as the Personnel Action Request and Pay Action Worksheet (when applicable). The onboard specialist will determine from the ePAR if paperwork needs to be completed with the employee and, if so, the onboard specialist will schedule an onboard session with the new employee, sometime after the employee accepts the job offer, and before their first day of work or before their transfer from a student to a non-student position. Once the employee is eligible to begin work, the onboard specialist will approve the ePAR and the ePAR initiator will receive an auto-notification indicating that

the ePAR has been approved. An employee shall not begin work until the department receives an auto-notification from the onboard approver.

6.2 Human Resources shall determine the method of delivery and contents of the Dukes at Work Orientation Program. The following list is intended to illustrate the types of paperwork, training, and information to be provided to all new employees and may not include all orientation program requirements or offerings:

### Onboard Session

An onboard specialist will coordinate the following for every new employee or rehired employee as appropriate:

- Employment Eligibility Authorization Form I-9
- Employee Information Form
- Tax Forms
- Policy Summary Acknowledgement Form
- Direct Deposit Authorization
- Background Check Authorization
- Instructions for parking
- Instructions for obtaining employee identification – a JACard
- Notice of additional orientation programs
- Notice of required compliance trainings such as training required by the university or the Virginia Department of Human Resources Management.

### Connections Day

Throughout the year, Human Resources hosts a special event for new faculty and staff. Connections Day is designed to build comradery and engage new employees of all levels and classifications.

### Benefits

All new employees eligible for benefits, will be presented information regarding the benefits available to them based on their classification. New employees will meet individually with a benefits specialist to have their questions answered and to receive guidance on benefits enrollment processes.

### Compliance Training

New employees are required upon hire to acknowledge their awareness of all university policies and agree to adhere to them.

New employees are also required within 30 days of hire to complete compliance training modules on topics required by the Virginia Department of Human Resource Management (DHRM).

New employees complete additional compliance training as assigned.

Newly hired or newly appointed supervisors of classified employees are required to complete additional training modules required by DHRM.

6.3 To assist supervisors of classified employees in the orientation process, a departmental checklist, accompanied by the welcome letter, is sent to supervisors by Human Resources' Recruitment and Employment Services team. Departments are required to return the welcome letter, signed by the employee, and checklist, signed by the employee and their supervisor, to Human Resources. Both documents then reside in the employee's personnel file in Human Resources.

6.4 Faculty orientation for new instructional faculty members is coordinated by the Division of Academic Affairs and is provided to instructional faculty in addition to the programs described by this policy.

## **7. RESPONSIBILITIES**

Responsibilities of Human Resources, Departments, and New Employees are described throughout the procedures section of this policy.

In addition, managers and supervisors are responsible for providing newly appointed, promoted, or transferred employees with job training and information specific to departmental operations.

All departments, offices and employees that generate, receive or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#)-Records Management.

## **8. SANCTIONS**

Sanctions for failure to comply with any aspect of this policy will be commensurate with the severity and/or frequency of the offense, and may include termination of employment.

## **9. EXCLUSIONS**

None

## **10. INTERPRETATION**

The authority to interpret this policy rests with the president, and is generally delegated to the director of human resources.

**Previous version:** June 2018

**Approved by the President:** May 2023