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Effective Date: **June 1, 2015**

**POLICY**

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**EMPLOYMENT**

# **Employee Handbook – Section 104 Employee Orientation**

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RESPONSIBLE OFFICE

**Human Resources**

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## **104 Employee Orientation**

Human Resources conducts Employee Orientation meetings to provide new employees with information on the University's history, facilities, programs, benefit plans, safety programs, and personnel policies and procedures. At these meetings, new employees are given an opportunity to enroll in employee benefit plans, obtain an employee University identification card or badge, and review the University Patent Policy and Agreement.

### **104.1 Attendance and Scheduling**

All new employees are required to attend an Employee Orientation meeting within thirty (30) days of employment. Employees are to be afforded time away from work to attend their scheduled orientation meeting. Delays in attending an orientation may also delay the date that benefit plan coverage can be established for a new employee.

Human Resources, via the University's Employment offer letter, notifies each new employee

Please use this URL for the most recent version of this document: <https://id-andrea.cms-dev1.bu.edu/policies/employee-orientation/>

and his or her supervisor of the date, time, and place of the employee's orientation meeting. In the event that the employee cannot attend that meeting, the supervisor is responsible for contacting Human Resources to reschedule the employee for attendance at the next orientation meeting.

## **104.2 University Identification**

Boston University employees are required to carry or wear University identification while on University premises. A University identification card or badge is required for gaining access to University facilities and services, and obtaining certain discounts at the University bookstore and some area merchants.

University identification cards are issued to all employees by Human Resources on both campuses during the employee's orientation meeting. While there is no charge for an employee's initial University identification card or badge, a fee is charged for replacements.

Employees are required to return their University identification card or badge upon termination of employment with Boston University.

## **104.3 Tuberculin Test**

Boston University requires all new employees who are employed as health care workers and who provide services to patients to report to Boston University's Occupational Health Center for tuberculin skin testing or screening within ten (10) days of hire.

## **104.4 Departmental Orientation**

In addition to the orientation conducted by Human Resources, new employees are provided further orientation at the departmental level. In part, supervisors are responsible for assuring that each new employee is familiar with the role that the department plays in the functioning of the University and how his or her position contributes to the functioning of the department. In addition, it is expected that supervisors will review the following subjects with each new employee:

- the employee's job duties and responsibilities;

- the operational policies and procedures of the department (e.g., lunch hours and reporting of absences including the use of sick and vacation time);
- the functions and activities of the department;
- the quality of services that the department is expected to provide to its clients (students, parents, visitors, and the public);
- the physical layout of the office, the building and immediate vicinity, and all other relevant work areas;
- the University Information Security Policy and Guidelines;
- environmental health and safety training; and
- other applicable departmental policies.

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THIS POLICY STATEMENT IS PART OF THE [EMPLOYEE HANDBOOK](#), AND SHOULD BE READ IN CONJUNCTION WITH ALL OF THE POLICIES THAT COMPRISE THE HANDBOOK. THE PROVISIONS OF THE EMPLOYEE HANDBOOK DO NOT CONSTITUTE AN EMPLOYMENT CONTRACT AND DO NOT ALTER THE AT-WILL STATUS OF AN EMPLOYEE.

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END OF POLICY TEXT

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## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Employee Handbook Policies Manual](#) (staff)
  - [101 Equal Opportunity/Affirmative Action Policy](#)
- [Faculty Handbook](#) (faculty)

## Related BU Websites

- [Human Resources](#)
  - [HR Policies](#)
  - [Manager Resources](#) - HR Website
    - [Onboarding](#)

Categories: Employment, Non-Represented Staff Keywords: brief, document, Employee Handbook, orientation, paperwork