

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

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MEMORANDUM
NUMBER 2-101

1 August 2012

EMPLOYEE ORIENTATION FOR NEW EMPLOYEES

1. PURPOSE:

The New Employee Orientation Program is established to assist the new employee in understanding the history, organization, and mission of The Citadel. In addition, important policies, programs, and benefits are reviewed with the new employees.

2. REFERENCE:

S.C. Regulations, 19-716

3. POLICY:

A. The New Employee Orientation Program is usually conducted within the first week of every month. Under some circumstances, the dates may vary. New employees will receive an email notification with the date, time and location of the orientation they are to attend.

B. Program Summary:

Several items of a critical nature to the new employee will be discussed (insurance, retirement benefits, etc.). It is the responsibility of the immediate supervisor to ensure each new employee attends the Orientation Program. Any scheduling conflicts should be referred to the Human Resources Department.

C. The New Employee Orientation Program will include both audiovisual and in-person presentations by subject area resource employees concerning subjects such as:

- 1) General personnel policies and procedures
- 2) Employee benefits: insurance enrollment, retirement, etc.
- 3) Classification and Compensation
- 4) Clery Report

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- 5) Affirmative Action Policies
- 6) OSHA and Safety procedures
- 7) Other information which may be valuable to new employees of The Citadel.

4. **COMPLIANCE:**

Failure to comply with this policy may result in disciplinary action.

5. **NOTES:**

A. Dates of official enactment and amendments:

Approved by Director of Citadel Staff on 1 August 2012

B. Responsible Department:

Human Resources

C. Responsible Official:

Training Manager

D. Cross References

None

6. **RESCISSION**

Human Resource Policy "Orientation Program for New Employees" dated 31 July 2009 is rescinded.

FOR THE PRESIDENT:

OFFICAL

THOMAS G. PHILIPKOSKY
Colonel, USAF, Retired
Associate Vice President, Operations