

### CAMPUS ORIENTATION PROGRAM FOR NEW STAFF

(Applicable for new full-time professional and support staff and regular hourly support staff.)

Allegany College commits itself to a comprehensive program of orientation for all new staff so that new employees can become familiar with people, places, and all important programs, services, and facilities of the College.

The new employee will be provided with an orientation program during his/her first day of employment with the College.

The President and Vice-President will identify and invite members of the full-time professional and support staff to serve as campus hosts for new employees.

Each host will be provided thorough training and appropriate literature and knowledge of the campus and the community. This will be coordinated by the Personnel Office.

For new professional administrative or support staff, the new employee would report to his/her work site (office, etc.) at the regular starting time on the first day. The supervisor would bring the new staff member to the Personnel Office at 10:00 a.m. The Personnel Office would then spend approximately an hour with the staff member to acquaint him/her with the broad range of fringe benefits at the College. At 11:00 a.m. the Allegany College host would take the new staff member on a detailed tour of the campus, high-lighting important offices, areas, people, facilities appropriate and relevant for the person's position at the College. At the conclusion of the approximately 1 hour tour, the host will take the new staff member to lunch. (The College will assume the cost of the lunch within limitations of cost.) The staff member will return to his/her work site (office, etc.) following return to the campus.

The host will also serve as a source of information, contact, and support for the new employee independent of his/her office network. The host will periodically visit the new employee and serve in a facilitative capacity to assure the new staff member has become comfortable about the campus and is assimilated into the AC family.

New full-time faculty will undergo a similar orientation, although the schedule would be dependent on teaching responsibilities. All new staff who underwent the orientation would be surveyed at the end of the year to identify ways to improve the campus orientation program to make it more effective for new employees of the College in the future.