

New Employee Orientation Information (in lieu of Staff Handbook) [Exhibit 6-5]

Current practice for orientation:

When a new employee accepts a position the HRS recruitment office sends out a new employee packet to the hiring department containing:

- **Hiring Authorization Form** (if staff position, if not, the Hiring Authorization Form is generated and sent to HRS by the hiring department)
- **Staff Senate Pin** (if applicable)
- **IT Central Welcomes New Faculty/Staff Brochure**
- **Student Assault Resource Center Brochure**
- **UM Color Business Card Order Form** – Printing & Graphics
- ½ Page brochure referring people to read the **Campus Safety & Alcohol & Drug Guidelines** handbook online or the hard copy of the **Campus Safety & Alcohol & Drug Guidelines booklet** (if available)
- **New Employee Orientation** schedule sheet
- **New Employee Orientation and MUS Staff Compensation Plan Training** memo from President Dennison
- **Campus Diversity and Harmony** memo from President Dennison
- **UM Employee Transportation Rewards: A User's Guide** 4 page brochure from Missoula in Motion
- Personnel Policies (each are 1 pg print outs, 3 pages stapled): **“Non-Discrimination/Equal Opportunity Policy”**, **“Drug Free Workplace”**, **“Sexual Harassment”**
- **Choices Enrollment Book & Choices Enrollment Form**
- **Unum Provident** Folder w/ Unum Provident “Long term care insurance” book, enrollment form, and information
- **Choice Health Plan Basics** brochure
- **Membership Card- Public Employees' Retirement System or MUS Retirement Plan Enrollment book** – TIAA CREF (as applicable by employment type)
- **New Hire Paperwork- Required/Optional Forms** memo from HRS
- **Employee Declaration of Tax Status of Dependents**
- **Important Notice from the Montana University System About Your Prescription Drug Coverage and Medicare Part D**

The new employee hiring paperwork is completed at the department level or in HRS and is forwarded to HRS along with the Hiring Authorization Form to process for payroll purposes. Each new employee is scheduled for New Employee Orientation (NEO) within the first month of employment. This scheduled NEO date is sent in the new employee packet. The new employee attends the scheduled NEO where the following is covered: Introduction to campus departments, Sexual Harassment and Affirmative Action training; Benefits and retirement information; various personnel policy's training with an overview of HRS and HRS website and where to find needed information. Department and position orientation is conducted at the department level. Please let me know if you have any questions or need any further information at this time beyond the position description/vacancy announcement work.