

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Human Resources

NUMBER: 02.A.36

AREA: General

SUBJECT: New Staff Orientation and Processing

1. PURPOSE

This document defines the System's guidelines for acquainting newly hired employees with their job environment and for obtaining paperwork required for placing an employee on the System payroll.

2. POLICY

2.1. All employees must complete certain forms and authorizations to be placed into the automated payroll system.

2.2. Each new employee must sign, as a condition of employment, the component university's certification form acknowledging receipt of the following information:

- a. That their employment is not prohibited by state laws governing the holding of more than one office or position of honor, trust or profit;
- b. That their employment is not prohibited by state laws governing nepotism;
- c. A copy of the state property law prescribing accountability and responsibility for state-owned property;
- d. A copy of the general provisions of the current appropriations act governing political aid, legislative influence and use of state-owned automobiles;
- e. A copy of certain Board policies; and
- f. A copy of the System policy on drug and alcohol abuse prevention.

2.3. Orientation

- a. Each newly hired regular staff employee is expected to attend an orientation session conducted by the component university's human resources department. The component university's human resources

department will establish a schedule for orientation sessions, and the employee will be informed of the schedule.

- b. Orientations for regular staff employees will include general information about the System and its component universities, relevant policies and procedures, information security topics, benefit programs and services available to all benefits-eligible employees.
 - c. In addition to the orientation session conducted by the component university's human resources department, the employing department will at a minimum introduce the new staff member to the work area, to fellow employees and job duties, and to the department's rules and regulations. The immediate supervisor is also responsible for providing continuing instruction and guidance so that the new staff member will adjust to the work situation.
- 2.4. The new employee's relevant payroll information will be added to the automated payroll system and related paperwork will be placed in the employee's personnel file, in whatever method is maintained by the component university.
- 2.5. An employee's personnel file and payroll records must be maintained throughout the individual's employment within the System and retained in accordance with the official System Records Retention Schedule following termination of employment. For more information, refer to [SAM 02.A.31 - Access to and Maintenance of Personnel Files](#) and [SAM 03.H.01 - Records Retention](#).
- 2.6. The policy of the University of Houston System and its components is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. For the UH System's Official Non-Discrimination Statement, see [SAM.01.D.05 - Equal Opportunity and Non-Discrimination Statement](#).

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Human Resources

Review: Every five years on or before March 1

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Paula M. Short on Behalf of Renu Khator
Chancellor

Date: July 6, 2016

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	01/22/1996	Initial version
2	08/30/2002	Applied revised SAM template to meet current documentation standards. Updated documentation to include minimum requirements for training employees and adding them to the Payroll system on their first day of employment. Changed responsible party to be AVC for Human Resources. Changed review period from annually on or before September 1 st to every three years on or before September 1 st
3	05/29/2012	Applied revised SAM template and added new Revision Log. Activated links to references within the document. Removed Section 2.1 on filling out the UH application for employment. Modified Section 2.3.b to remove the requirement for filling out forms and authorizations during orientation sessions. Added information on sexual orientation, gender identity or gender expression to Section 2.6. Removed Section 2.7 on the requirement for establishing procedures for SAM 02.A.36. Changed the responsible party to the AVC for Finance. Changed the review period from every three years on or before September 1 st to every five years on or before March 1 st
5	07/06/2016	Updated Section 2.6 with GENDA/Title IX information per the U. S. Department of Education’s Office of Civil Rights requirements. Changed responsible party from Associate Vice Chancellor for Finance to Associate Vice Chancellor for Human Resources. Changed titles as applicable