

**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 University of Houston 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. **Application:** A component university application form must be completed and signed by the staff member for inclusion in the employee's personnel file. The employee's signature on the application will certify that information provided by the employee on the application and/or resume is true and correct and acknowledge that willful falsification of such information may be grounds for termination of employment.
- 2.2. **Required Payroll Forms:** The employee is required to complete certain forms and authorizations to be placed into the automated payroll system.
- 2.3. Each new employee must sign, as a condition of employment, the component university's certification form acknowledging the following:
 - 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. Receipt of a copy of the state property law prescribing accountability and responsibility for state-owned property;
 - d. Receipt of a copy of the general provisions of the current appropriations act governing political aid, legislative influence and use of state-owned automobiles;
 - e. Receipt of a copy of certain Board policies; and

- f. Receipt of a copy of the System policy on drug and alcohol abuse prevention.

2.4. 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, benefit programs and services available to all benefits-eligible employees. New employees may be required to complete forms and authorizations necessary to be placed on the automated payroll system and will be given an opportunity to ask questions regarding employment and benefits.
- 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.

2.5. 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.

2.6. An employee's personnel file and payroll records must be maintained throughout the individual's employment within the System and for at least seven years following termination of employment. For more information, refer to SAM 02.A.31 - Access to and Maintenance of Personnel Files and 03.H.01 – Records Retention.

2.7. Each component university's Human Resources Department is responsible for establishing procedures for administration of this policy and for monitoring compliance with state law.

2.8. Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group on the basis of race, gender, sexual orientation, age, color, religion, national origin, disability or veteran status.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Assistant Vice Chancellor for Human Resources

Review: Every three years, on or before September 1

4. APPROVAL

Approved: John M. Rudley
Vice Chancellor for Administration and Finance

Arthur K. Smith
Chancellor

Date: August 30, 2002