

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: P 10.0
Procedure Title: New Employee Orientation
Relevant Board Policy
Originating Unit: Office of the President
Maintenance Unit: Office of the President

- I. Purpose: To provide guidelines on New Employee Orientation (NEO) sessions. “New Employees” are defined as any temporary, full-time or part-time employees who are (1) new to the Alamo Colleges, (2) are transferring from sister colleges within the Alamo Colleges, and (3) are *not* work study students.

- II. Procedure Statement:
 - A. At the beginning of each semester Human Resources or the Assistant to the President will send an email asking new staff to come to an orientation session. Human Resources or the Assistant to the President will obtain a list of new employee names with email addresses from PAC’s budget office.

 - B. The session will take 5 hours to acclimate new employees to the culture of the college. Critical staff having the most impact on new employees will be invited. Critical staff includes, but is not limited to, Executive Team members, the American with Disabilities Representative, SOBI and Safety Representative, FERPA Representative, Human Resources Representative and other groups as determined by the President.

 - C. The President will (1) welcome new employees to the college, (2) introduce them to the organization, (3) present PAC’s mission, (3) present PAC’s values, (4) present PAC’s strategic plan, (5) when applicable, provide PAC literature and (6) have a 15 minute question and answer session.

 - D. Each of the Vice-Presidents, or their representatives, will discuss the divisions they oversee and explain how their divisions connect to the college’s mission, vision and values.

 - E. Other members of the Executive Team (E-Team) will discuss their areas and convey how their units support the mission, vision and values of the college.

 - F. The Americans with Disabilities Representative informs employees about how to interact with persons on campus who have disabilities.

 - G. SOBI and Safety Representatives provide pertinent safety information.

 - H. FERPA Representative provides pertinent regulatory information.

I. Other groups, as determined by the President or E-Team, may also be invited.

J. Session schedule:

9:00am – 12:00 noon	Main session for all new employees
12:00 – 1:00pm	Lunch (on their own)
1:00pm – 3:00pm	Employees needing additional information regarding employee benefits may use this time to meet individually with the campus HR representative.

Issued: January 31, 2012

Approved: (signed: Ana M. Guzman)
President