

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Human Resources

Number: 02.A.36

AREA: General

SUBJECT: New Staff Orientation

I. PURPOSE

- 1.1 This document defines the University of Houston Clear Lake guidelines for acquainting newly hired employees with their job environment and for obtaining paperwork required for placing an employee on the university payroll.

II. 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 university's certification form acknowledging receipt of the following information:
 - 2.2.1. That their employment is not prohibited by state laws governing the holding of more than one office or position of honor, trust or profit;
 - 2.2.2. That their employment is not prohibited by state laws governing nepotism;
 - 2.2.3. A copy of the state property law prescribing accountability and responsibility for state-owned property;
 - 2.2.4. A copy of the general provisions of the current appropriations act governing political aid, legislative influence and use of state-owned automobiles;
 - 2.2.5. A copy of certain Board policies; and
 - 2.2.6. A copy of the university policy on drug and alcohol abuse prevention

2.3. Orientation

- 2.3.1. Each newly hired regular staff employee is expected to attend an orientation session conducted by the university's human resources department. The university's human resources department will establish a schedule for orientation sessions, and the employee will be informed of the schedule.
- 2.3.2. Orientations for regular staff employees will include general information about the university, relevant policies and procedures, information security topics, benefit programs and services available to all benefits-eligible employees.
- 2.3.3. In addition to the orientation session conducted by the 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 university.
- 2.5. An employee's personnel file and payroll records must be maintained throughout the individual's employment within the university and retained in accordance with the official university 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-Clear Lake and its universities 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-Clear Lake 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](#).

III. REVIEW AND RESPONSIBILITIES

Responsible Party: Executive Director for Human Resources

Review: Every five years

IV. APPROVAL

Mark Denney

Mark Denney

Vice President for Administration and Finance

Dr. Ira Blake

Ira K. Blake

President

Date: 06/18/2021

V. REVISION LOG

Revision Number	Approved Date	Description of Changes
1	06/18/2021	UH System Policy adopted and placed in UHCL Standardized MAP Template.

VI. REFERENCES

- [SAM 02.A.31 - Access to and Maintenance of Personnel Files](#)
- [SAM 03.H.01 – Records Retention](#)
- [SAM.01.D.05 – Equal Opportunity and Non-Discrimination Statement](#)