



# **New Employee Orientation Packet**

March 2019

# Southeastern Technical College NEW EMPLOYEE ORIENTATION

In an effort to make the first experiences of a new employee at Southeastern Technical College pleasant, the following is a guideline to ensure that all necessary information will be disseminated to the new employee. The orientation process is broken down into three (3) one-month intervals. Sections I-VIII should be completed within the first month of employment. Included in this first interval are blood and airborne pathogen training (Section VI) and hazardous chemical training (Section VII), which according to policy, must be completed within the first ten days of employment. Therefore, these two sections should be completed by \_\_\_\_\_, and the entire first interval should be completed by \_\_\_\_\_.

The second one-month interval includes sections IX-XII and should be completed by \_\_\_\_\_. Sections XIII-XVI make up the third and last one-month interval, and the completed orientation packet should be returned to the Director of Human Resources by \_\_\_\_\_, which is three months from the new employee's start date. Titles or positions of personnel who will be responsible for passing along information are given before each assignment. Two asterisks (\*\*) denote information that will be necessary for some, but not for all, personnel.

**Mentor:** The respective Vice President or Supervisor will assign a mentor to each new employee. The mentor will be the new employee's "right hand" until he/she knows the way around.

Once the new team member has met with all the assigned personnel, the mentor should review the orientation packet to be sure that it is complete. Once the packet is determined to be complete, the mentor should forward the packet to the Director of Human Resources for proper filing.

## A Letter From the President

*Dear New Employee,*

*On behalf of the faculty and staff at Southeastern Technical College, I'd like to welcome you. At Southeastern Tech, we strive to maintain a positive work environment. We try our best to keep the lines of communication open among all employees. Please feel free to come to me at any time with comments, concerns, or observations you may have that can make Southeastern Tech an even better place to work. STC's employees are the backbone to the success of this fine institution, so your happiness is one of my highest concerns. Again, welcome to the STC family.*

*Mr. Larry Calhoun*



### **DID YOU KNOW?**

**Southeastern Technical College became a newly merged college within the Technical College System of Georgia on July 1, 2009. The former Southeastern Technical College opened its doors in 1990 and the former Swainsboro Technical College began in 1963. Southeastern Technical College currently employs approximately 150 full-time and 100 part-time people as faculty, administrators, or support personnel. Southeastern Technical College has campuses in Swainsboro and Vidalia and Adult Education Centers in each Service Delivery Area county.**

**Southeastern Technical College primarily serves eight counties---Candler, Emanuel, Jenkins, Johnson, Montgomery, Tattnall, Toombs, and Treutlen---but our students come from all surrounding counties as well. There are 22 technical colleges with many satellite campuses under the Technical College System of Georgia. No one in Georgia has to travel more than an hour to reach a technical college. A vast array of programs are offered at the various colleges.**

**With the advent of the HOPE grant after the commencement of the lottery in Georgia in 1993, a portion of tuition is paid by the state, making a postsecondary education accessible to most resident**

**Listed below are the names, phone numbers, email addresses, and office locations  
of the assigned personnel you will be meeting with over the next few months.**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Office</b>	<b>E-mail Address</b>
	Mentor			
Lanie Jonas or Velina Clements	Human Resources Representative	912-538-3230 or 478-289-2251	V-138B S-1213	ljonas@southeasterntech.edu vclements@southeasterntech.edu
	Supervisor or Dean, if applicable			
Judy Hart or Ola Smith	Receptionist	912-538-3100 or 478-289-2215	V-112 S-2101	jhart@southeasterntech.edu osmith@southeasterntech.edu
Stephannie Waters	Exposure Control Coordinator	912-538-3195	V-731	swaters@southeasterntech.edu
Travis Akridge	Director of Safety and Security/ Hazardous Chemicals Coordinator	478-299-3530	V-825	takridge@southeasterntech.edu
Paul Graham	Director of Information Technology	912-538-3149	V-152	pgraham@southeasterntech.edu
Gail Ware	VP for Institutional Effectiveness	478-289-2331	S-2253	gware@southeasterntech.edu
Sarah Gross	Director of Facilities	478-289-2227 or 912-538-3187	S-3204 V-105	sgross@southeasterntech.edu
Denise Powell	VP for Administrative Services	912-538-3162	V-138C	dpowell@southeasterntech.edu
Dr. Barry Dotson	VP for Student Affairs	912-538-3141	V-158A	bdotson@southeasterntech.edu
Blythe Wilcox	Executive Director of Institutional Advancement	912-538-3147	V-127	bwilcox@southeasterntech.edu
Natalie Osborne	Director of Marketing and Public Relations	912-538-3157	V-158B	nosborne@southeasterntech.edu
Leah Dasher	Director of Library Services	478-289-2322 or 912-538-3209	Library	ldasher@southeasterntech.edu

**MONTH ONE:**

**I. VICE PRESIDENT OR SUPERVISOR**

✓	RESPONSIBILITY
	Welcome to the new position.
	Review philosophy and purpose of the College. Discuss the mission of the division.
	Explain the organizational chart; roles of superiors/subordinates.
	**Discuss requirements for certification and certification renewal.
	**Discuss requirements related to additional training required.
	Show assigned office space.
	Introduce to assigned mentor.
	Clarify job description.
	Discuss annual performance appraisal process and provide copy of PMF.
	Give a copy of the STC Staff Development Policy and Procedure and explain the process.
	Review and explain the college calendar.
	Reiterate work week/hours of work; breaks; flexible scheduling; deadline of turning in hourly timesheets, if applicable
	Provide information on budgetary guidelines.
	Explain proper authorization for ordering anything, including organization number.
	Clarify dress code.
	Assist in setting up new e-mail address and password.
	Assist in ordering business cards and name tag.
	Issue parking permit.
	Issue office key.
	Complete and sign Employee Equipment/Property Assignment Form (see attached).

**Questions/Comments:**

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**Signatures**

**New Employee**

**Vice President/Supervisor**

**Date**



**II. MENTOR**

✓	RESPONSIBILITY
	Tour the school.
	Show how to access the staff lounge.
	Show location of mail boxes.
	Tell about breaks, how the coffee system works.
	Show maps in rooms designating evacuation routes, show call buttons for emergencies.
	Inform of lunch possibilities; take out to lunch on the first day, if possible.
	Assist in obtaining supplies for office.
	Show how to use the copier; where to find paper, transparencies; who to call for repair.
	<p>Make appointments with other vice presidents to introduce new employee and have VP give overview of his/her respective division.</p> <p>_____ Vice President for Administrative Services <i>(see also page 11)</i></p> <p>_____ Vice President for Student Affairs <i>(see also page 12)</i></p> <p>_____ Vice President for Academic Affairs</p> <p>_____ Vice President for Economic Development</p> <p>_____ Vice President for Institutional Effectiveness <i>(see also page 10)</i></p>
	Visit all STC campuses.

**Questions/Comments:**

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**Signatures**

\_\_\_\_\_

**New Employee**

\_\_\_\_\_

**Mentor**

\_\_\_\_\_

**Date**

### III. HUMAN RESOURCES

✓	RESPONSIBILITY
	Complete the necessary employment forms.
	Discuss classification of employment (exempt/non-exempt).
	Discuss online enrollment for health insurance and flexible benefits.
	Provide copies of two forms of proper ID required by the state (driver's license & social security card).
	Review payroll period.
	Define (in writing) work week/hours of work.
	Explain types of leave (annual, sick, personal, education support), accumulation of leave, forfeiture of leave, and request for leave procedure.
	**Offer election of retirement, if applicable.
	Give information on EXTRA state employee benefits available; i.e., deferred compensation, Valic, credit union.
	Discuss college policies on weapons and drugs.
	Explain where to find <b>STC Employee Handbook</b> .
	Explain sexual harassment and grievance procedures.
	Explain annual state disclosure statement.
	**Discuss criminal background checks, motor vehicle checks, and drug screens, if applicable.
	Explain use of fuel cards and issue ID number to employee.
	Provide information on required Intersections training.
	Review Human Resources Checklist.

Questions/Comments:

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Signatures

\_\_\_\_\_  
New Employee

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date



**IV. DEAN OF ACADEMIC AFFAIRS (Faculty Only)**

✓	RESPONSIBILITY
	Explain where to find the Faculty Handbook.
	Review appeal process.
	Inform procedures concerning student graduations.
	Explain program standards required by TCSG.
	Give information about advisory committees.
	Give information about New Teacher Institute.
	Provide information on organizations of TCSG Consortiums & IFCC process.
	Give information on "New Student Orientation" day.
	Show and explain the school calendar and how it relates to instruction for annual leave.
	Provide Banner training for marketing/recruitment activities.
	Give detailed clarification of program standards for specific assigned instructional responsibilities.
	Give information about field trip requests.
	Give information about grade keeping and recording.
	Give information about attendance policy.
	Give information about academic dishonesty policy.
	Give information about 1 <sup>st</sup> day of classes, rosters, etc.
	Give information about special needs students.
	Give information about tutorial services available at school.
	Give information about work ethics policy.
	Give information about process for ordering books through the bookstore.
	Give information about ordering instructor materials or preview materials.
	Give information about proper way to return preview materials.

**Questions/Comments:**

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**Signatures**

**New Employee**

**Dean of Academic Affairs**

**Date**

**V. SCHOOL RECEPTIONIST**

<input checked="" type="checkbox"/>	<b>RESPONSIBILITY</b>
	Show how to use the phone system.
	Issue list of staff telephone numbers.
	Give information about parking.
	Give information about use of school vehicles.
	Provide information about voice mail and FAX machine usage.

**Questions/Comments:**

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**Signatures**

\_\_\_\_\_

**New Employee**

\_\_\_\_\_

**Dean of Academic Affairs**

\_\_\_\_\_

**Date**

**VI. EXPOSURE CONTROL COORDINATOR**

<input checked="" type="checkbox"/>	<b>RESPONSIBILITY</b>
	Discuss the Exposure Control Plan.

**Questions/Comments:**

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**Signatures**

\_\_\_\_\_

**New Employee**

\_\_\_\_\_

**Exposure Control Coordinator**

\_\_\_\_\_

**Date**

**VII. HAZARDOUS CHEMICALS COORDINATOR**

<input checked="" type="checkbox"/>	<b>RESPONSIBILITY</b>
	Provide information about Hazardous Duty Standards Act Compliance: Your Right to Know.

**Questions/Comments:**

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**Signatures**

\_\_\_\_\_

**New Employee**

\_\_\_\_\_

**Hazardous Chemicals Coordinator**

\_\_\_\_\_

**Date**

**VIII. SECURITY DIRECTOR**

✓	RESPONSIBILITY
	Review <i>Safety and Security Manual</i> with employee.
	Provide Active Shooter training.
	Explain the different types of alarms. (In case of alarms, show/tell where exits are to building.)
	Discuss Georgia State Law regarding campus carry.

**Questions/Comments:**

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**Signatures** \_\_\_\_\_  
New Employee                      Director of Safety and Security                      Date

**MONTH TWO:**

**IX. INFORMATION TECHNOLOGY**

✓	RESPONSIBILITY
	Explain IT Help Desk and Online E-Mail.
	Discuss Computer Use Policy.
	Give details on how to access STC server while off campus.

**Questions/Comments:**

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**Signatures** \_\_\_\_\_  
New Employee                      Director of Information Technology                      Date

**X. INSTITUTIONAL EFFECTIVENESS**

✓	RESPONSIBILITY
	Review STC Accreditation.
	Explain Institutional Effectiveness Model.
	STC IE Intranet Access & Orientation
	Show how to access the online <i>STC Policy and Procedures Manual</i> .
	Explain Annual Planning.
	Discuss electronic resume and job description requirements.

**Questions/Comments:**

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**Signatures** \_\_\_\_\_

**New Employee**

**VP of Institutional Effectiveness**

**Date**

**XI. FACILITIES DIRECTOR**

✓	RESPONSIBILITY
	Provide information on requests for maintenance.

**Questions/Comments:**

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**Signatures** \_\_\_\_\_

**New Employee**

**Director of Facilities**

**Date**

**XII. ADMINISTRATIVE SERVICES**

✓	RESPONSIBILITY
	Give information about requesting a check for payment of registration fees, dues, etc
	Explain transfer of inventory process.
	Make appointments with the appropriate Business Office staff to review the following topics:
	_____ Give information about requesting travel, filling out the travel form, requesting reimbursement for travel, and following the state's travel guidelines. (Director of Accounting)
	_____ Explain surplus procedures. (Accountant)
	_____ Explain purchasing procedures, assign user ID in Team Georgia Marketplace. (Purchasing Specialist)

**Questions/Comments:**

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**Signatures**

\_\_\_\_\_ **New Employee**

\_\_\_\_\_ **VP of Administrative Services**

\_\_\_\_\_ **Date**

**MONTH THREE:**

**XIII. STUDENT AFFAIRS**

✓	RESPONSIBILITY
	Pre-admissions Career Counseling (Notebook, monitor sessions, etc.)
	Make appointments with the appropriate Student Affairs staff to review the following topics:
	_____ Admissions: Programs, processes, etc.
	_____ Registration: Transcripts, registration responsibilities, graduation procedures, Banner, FERPA, etc.
	_____ Career Services
	_____ Financial Aid: Pell, HOPE, eligibility, etc.
	_____ High School Initiatives
	_____ Disability Services
	_____ Retention
	_____ Student Activities

**\*\*All new employees should review information from these sessions with the VPSA at the conclusion of orientation.**

**Questions/Comments:**

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**Signatures**

**New Employee**

**VP of Student Affairs**

**Date**

**XIV. ADVANCEMENT**

✓	RESPONSIBILITY
	Explain purpose of College Foundation.
	Inform employee of Foundation contribution methods.

**Questions/Comments:**

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**Signatures**

**New Employee**

**ED of Institutional Advancement**

**Date**

**XV. PUBLIC RELATIONS**

✓	<b>RESPONSIBILITY</b>
	Review public relations processes (advertisements, publications, websites, etc.).
	Accessibility Training Video

**Questions/Comments:**

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**Signatures** \_\_\_\_\_  
New Employee                      Director of Public Relations                      Date

**XVI. LIBRARY SERVICES**

✓	<b>RESPONSIBILITY</b>
	Provide information about the use of the library resources and services.

**Questions/Comments:**

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**Signatures** \_\_\_\_\_  
New Employee                      Director of Library Services                      Date

# STC NEW EMPLOYEE ORIENTATION COMPLETION DOCUMENT

The signatures of the following staff members verify that

\_\_\_\_\_

has completed the checklist items in the New Employee Orientation Packet.

**STAFF MEMBER**

**SIGNATURE**

***Vice President or Supervisor:***

***Mentor:***

***Dean of Academic Affairs (faculty only):***

***School Receptionist:***

***Exposure Control Coordinator:***

***Director of Safety and Security/  
Hazardous Chemicals Coordinator:***

***Director of Information Technology:***

***VP for Institutional Effectiveness:***

***Director of Facilities:***

***VP for Administrative Services:***

***VP for Student Affairs:***

***Executive Director of Institutional  
Advancement:***

***Director of Public Relations:***

***Director of Library Services:***

**DIRECTOR OF HUMAN RESOURCES APPROVAL**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE