



# New Employee Orientation

“How To” for Supervisors

**UNC**



# Training Objectives

- Recognize the benefits and goals of new employee orientation
- Assume a leadership role in the process
- Determine the topics to be covered
- Plan and execute successful orientations





# Benefits of Orientation

- Welcome new employee
- Provides essential information
- Helps you get to know the employee and assess training needs
- Create a Positive 1<sup>st</sup> Impression
- Reduce turnover



# Key Information

- UNC information
- Dept. information
- Benefits information
- Job information





# Your Leadership Role



- Have an orientation plan
- Coordinate with Human Resources
- Oversee orientation process
- Evaluate progress of new employee



# Orientation Background







# Before the First Day

- Background check
- PDID form
- HRS confirmation of hire
- Welcome letter
- 1 day parking pass
- Complete Prior to First day checklist





# Before the First Day (cont.)



- Make staff aware of new employee
- Designate a workstation
- Plan and schedule orientation activities
- Gather necessary information and paperwork
- Select an assistant





# The First Day

- Welcome the new employee
- Introduce employee to co-workers and workplace
- Complete paperwork
- Have employee attend HR orientation session





# After the First Day

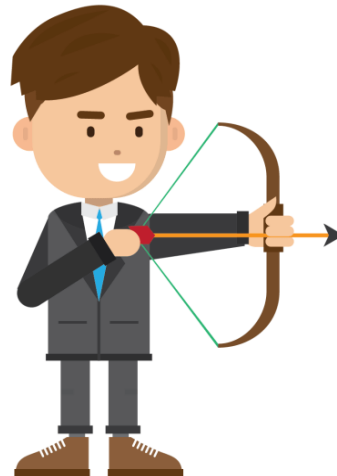
- Continue going through Department checklist.





# Week 2 – Week 4

- Review first week
- Answer questions or concerns
- Make sure benefits have been set up
- Complete Department Orientation checklist and send to HR
- Discuss goals for review period





# Planning and Execution

Questions?





# What Does HR Cover?

- Online training requirements
- Safety and Security
- Review of Becoming a Bear booklet
- Compensation system
- How to access pay stubs
- Ensure employee has follow up Benefits appointment







# Overview of Supervisor Checklist



- Attendance
- Equipment/Property use
- Professionalism
- Personal concerns
- Job expectations
- Department Functions
- Training



# Key Points to Remember

- Orientation provides information new employees need to get off to a good start
- Orientation has a direct impact on future productivity, performance, and job satisfaction
- You play a key role in the success of the orientation process





**THANK YOU!**

**UNC**



# FMLA

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# FMLA Summary

## Overview

- Unpaid job-protected leave
- Classified: 13 weeks of leave/12 month period
- Faculty/Professional Admin: 12 weeks of leave/ 12 month period
- Employees maintain health benefits while on leave, unless they don't make payments for their portion of the cost

## Eligibility

- at least 12 months
- Has worked 1,250 hours in the last 12 months

## Qualifying Reasons

- Birth/adoption of a child
- Employee's serious health condition
- Care for a family member with a serious health condition
- Qualifying need arising out of the fact that an employee's family member is a military member on covered active duty





# FMLA Process

- Employee notifies manager of need to take leave
- Employee or Manager contacts HR to determine eligibility
- Employees submits required paperwork to HR
- HR approves or denies request & notifies employee & manager
- Employee takes leave
- Manager tracks leave time & submits to HR monthly
- Before Employee returns, submit Fitness-for-Duty to HR
  - Not required when employee is out on leave for a family member's serious health condition
- HR notifies Manager when Employee is authorized to return to work



# FMLA Forms

- HR Website/Employee Resources/HRS Forms/Benefits, Health/Safety
  - FML Request for Employee's Health Condition (completed by employee & physician 30 days before leave)
  - Fitness to Return to Work (submitted to HR before returning to work)



# Workers' Compensation

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# Reporting Injuries

- **If the injury is life or limb threatening injury, call 911**
- Contact HR following the injury
  - HR will provide current list of designated medical providers
- Complete Injury/Illness form and submit to HR
  - As soon as possible, but no later than **4 days** after the injury
- If treatment is required
  - HR will work with employee to schedule appointments with DM
  - If treated in an urgent care center or ER for first visit, submit paperwork to HR (if this is not done the employee will be billed for the appointment)
  - At appointment, employee will receive a Physician's Report
    - Must provide a copy to manager immediately following the appointment
    - Form will outline any work restrictions as a result of the injury



# Reporting Injuries

- Manager should review the Physician's Report & restrictions with the employee and make any necessary adjustments to his/her work schedule and clarify expectations
- If employee is unable to perform regular duties due to injury, some alternative work ideas:
  - Safety training videos on Pinnacol site
  - MS Classes to improve skills (Word, Excel, PowerPoint)
  - SkillSoft Training Library (Communications, Compliance, etc.)





# WC Forms

- HR Website/ Employee Resources/ HRS Forms/ Benefits, Health/Safety/ Injury Illness Report Form

The screenshot displays the UNC Human Resources website. At the top is a dark blue navigation bar with the UNC logo and links for ABOUT, ACADEMICS, ADMISSIONS, STUDENT LIFE, ARTS, ATHLETICS, ALUMNI & GIVING, FOR YOU, and APPLY. Below this is a large banner image of a brick building with the text "Human Resources" and "Support throughout your career, from orientation to retirement and everything in between." A secondary navigation bar includes "Home", "About Us", "Employee Resources", "Employee Relations", "State Classified Staff", "Faculty", and "Professional Administrative Staff". A dropdown menu under "Employee Resources" is open, listing "Benefits", "Health and Safety", "HRS Forms", "Leave Program", and "Training and Development". The main content area features a "Welcome!" message and a section titled "What We Do/Our Mission" with the text: "The Human Resource Services department's Mission is to provide quality programs, exceptional customer service, and expertise in all areas of human resources to the University". On the right side, there are social media icons for LinkedIn and Facebook, and two buttons for "2018 HOLIDAY CALENDAR" and "2017 HOLIDAY CALENDAR". A "CONTACT US" link is also present, with the address "Carter Hall, Room 2002" listed below it.