

# ONBOARDING – NEW EMPLOYEE

**POLICY NUMBER:** ADM-ONBOARDING

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** CHIEF HUMAN RESOURCES OFFICER

**RESPONSIBLE OFFICE:** HUMAN RESOURCES

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 7/12/18

**NEXT REVIEW DATE:** PREVIOUS REVIEW PLUS FOUR (4) YEARS – 9/7/2026

**SUPERSEDES POLICY:** NEW HIRE ORIENTATION

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

## I. POLICY STATEMENT

To facilitate the success and retention of employees and comply with federal and state laws and regulations, Northern Kentucky University (NKU) provides an onboarding process for all new employees within the first 90 days of the hire date. At the university level, the process includes an online orientation with topics to introduce the culture, values, and institutional makeup of NKU, as well as promote completion of compliance training and benefits orientation and enrollment, if eligible. *(Note: Only full-time and part-time benefits-eligible employees will be invited to attend benefits orientation and enroll.)*

For more information on the onboarding process, tools, and resources, refer to the Human Resources website:

- For new employees: [New Employee Welcome Center](#)
- For managers: [Manager Toolkit](#)

## II. ENTITIES AFFECTED

This policy applies to all full-time and part-time employees.

## III. DEFINITIONS

**Onboarding:** The process of integrating a new employee into the organization and familiarizing them with their role and how it contributes to NKU's mission

## IV. RESPONSIBILITIES

**Employees** – Participate in onboarding activities and gain familiarity with the university's culture, values, institutional structure, and policies and regulations.

**Supervisors** – Encourage and allow employees to participate in the onboarding process and activities.

## REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Revision/Formatting/Editing & Name Change – “Onboarding–New Employee”	September 7, 2022
Revision & Name Change – “New Hire Orientation”	July 12, 2018
Replaces Staff Orientation	

# ONBOARDING – NEW EMPLOYEE

## PRESIDENTIAL APPROVAL

### PRESIDENT

Signature:

Ash Vaidya

Date: 09/07/2022

Ashish K. Vaidya

## BOARD OF REGENTS APPROVAL

### BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.

Date of Board of Regents meeting at which this policy was reported: 11 / 9 / 2022.

This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.

The Board of Regents approved this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)

The Board of Regents rejected this policy on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

### SECRETARY TO THE BOARD OF REGENTS

Signature:

Tammy Knochelmann

Date: 11/12/2022

Tammy Knochelmann