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

<table>
<thead>
<tr>
<th>REVISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
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<tbody>
<tr>
<td>Revision/Formatting/Editing &amp; Name Change – “Onboarding–New Employee”</td>
<td>September 7, 2022</td>
</tr>
<tr>
<td>Revision &amp; Name Change – “New Hire Orientation”</td>
<td>July 12, 2018</td>
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<td>Replaces Staff Orientation</td>
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ONBOARDING – NEW EMPLOYEE

PRESIDENTIAL APPROVAL

<table>
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<tr>
<th>PRESIDENT</th>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td></td>
<td>Ashish K. Vaidya</td>
<td>09/03/2022</td>
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Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

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<th>BOARD OF REGENTS (IF FORWARDER BY PRESIDENT)</th>
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- 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

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<tr>
<th>Signature:</th>
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<tbody>
<tr>
<td>Tammy Knochelmann</td>
<td>11/12/2022</td>
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Tammy Knochelmann