

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: Human Resources
AREA: General

Number: 02.A.36

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 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 benefit-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

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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 office university Records Retention Schedule following termination of employment. For more information, refer to [SAM 2.A.31 – Access to and Maintenance of Personnel Files](#) and [SAM 3.H.01 – Records Retention](#).
- 2.6 The policy of the University of Houston System 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, ethnicity, military status, genetic information, sex (including gender and pregnancy), or any other legally protected status (such as discrimination and/or retaliation based on antisemitism¹), except where such a distinction is required by law. Additionally, UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. Nothing in this policy shall be used as the basis for discrimination or retaliation against any individual or group.

III. REVIEW AND RESPONSIBILITIES

Responsible Party: HR is responsible for implementing and monitoring policy
Review: Review schedule every 5 years.

IV. APPROVAL

/Martin Baylor/

Interim Vice President for Administration and Finance

/Richard Walker Ed.D./

President

Date: May 29, 2024

¹ Antisemitism “means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.” TEX. GOV’T CODE § 448.001(2).

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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
2	05/24/2024	To align with SAM 01.D.07, updated non-discrimination statement.

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](#)