NEW HIRE ORIENTATION

POLICY

New employees undergo an orientation to acquaint them with Sherman College's policies and procedures, their jobs, and their internal and external working relationships. The orientation will consist of two parts:

- The Human Resources Department will coordinate orientation, explain compensation and benefits, and provide and explain expectations of employees. Prior to orientation, the employee will receive an emailed copy of the Employee Handbook, which contains many of the college's policies, and will be asked to electronically sign a document stating he or she has received and understands the importance of the material within it.

- The employee's immediate supervisor will orient the employee to the job and the internal and external working relationships. The purpose of this orientation is to give employees a level of success to aim for and to assist them in succeeding.

THIS IS NOT A CONTRACT OF EMPLOYMENT, EMPLOYMENT REMAINS AT-WILL AND MAY BE TERMINATED BY EITHER PARTY AT ANY TIME, WITH OR WITHOUT NOTICE OR REASON.