

MANUAL OF PROCEDURE

PROCEDURE NUMBER:	2102	PAGE 1 of 2
PROCEDURE TITLE:	New Employee Orientation Process for Instructional Personnel and New Employee Onboarding Process for Non-instructional Personnel and Full-Time Instructional Personnel	
STATUTORY REFERENCE:	FLORIDA STATUTE 1001.64	
BASED ON POLICY:	II-19A All Personnel: New Employee Orientation	
EFFECTIVE DATE:	February 8, 1974	
LAST REVISION DATE:	June 26, 2020; August 6, 2024	
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I. PURPOSE

To provide all new personnel with information concerning the mandatory Miami Dade College Onboarding Process for all non-instructional personnel, full-time instructional personnel, and the Faculty Orientation for instructional personnel.

The purpose of the orientation will be to welcome, familiarize new employees with the institution, their role, its culture, history, policies, procedures, employee benefit programs and to collect all required new hire documents.

II. All Non-instructional Personnel

A. Onboarding Process - Full-Time and Part-Time Non-Instructional Employees and Full-Time Instructional Personnel

All non-instructional personnel will be scheduled to attend an Orientation program on their first day of work.

1. The presentation will be conducted by the Division of Human Resources.
2. Supervisors must ensure that all employees attend the orientation session and that appropriate job coverage is provided for any such employee.
3. The Orientation should include the following components in a combined in-person and hybrid format.

In person orientation will cover the following topics:

- Welcome new hires
- Complete required new hire documents
- Provide Security training including log-in instructions and email set-up
- Issue MDC identification card

- Introduce Intranet navigation including employee handbook, policies, and procedures, etc.
- Provide relevant pay information (pay schedules, etc.)
- Illustrate how to-s of MDC self-service navigation
- Present work rules expectations and harassment prevention information
- Provide Benefits Overview

Online workshops/information sessions (to be completed in the first week of employment) will cover:

- Risk Management Procedures
- The Office of Emergency Management


4. Managers are offered in-person workshops covering the following components. The purpose of these ongoing sessions is to provide information on processes, services, and resources of the College and Campus.
 - a. Employee Life Cycle (Talent Acquisition, Talent Management, Employee Records and Office of Equal Opportunity Programs/ADA/Title IX)
 - b. Compensation and Benefits Overview
 - c. Office of Emergency Management
 - d. Budget, Procurement and Position Overview
 - e. Information Technology Overview and Data Security
 - f. Payroll Overview
 - g. Facilities Overview and Processes

III. Full-Time Instructional Personnel

A. Full-Time Faculty

The New Faculty Orientation Program should consist of the following components:

1. Annual pre-service orientation to be held at the beginning of academic year to provide information about the College, campus and department, the teaching/learning environment, and College expectations of faculty.
2. Monthly campus meetings will be held to allow for discussion and incremental introduction of new information about College services and the teaching/learning process; duration should be for the first two major terms of employment.

	08/06/2024
PRESIDENT	DATE