

## RELOCATION POLICY

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### NEW EMPLOYEE ORIENTATION GUIDELINE:

1. During the orientation program for new employees, HR would provide the attendees information regarding the University policies, compensation and benefit programs, and other general information about the University.
2. The IT Director introduces new employees to FBSU information system including FBSU Website, Email, SIS and Employees Portal.
3. Supervisors are required to permit employees to be excused from their regular job duties to attend these orientation programs.
4. Departments are also expected to provide their new employees with a more specific orientation about the academic programs and the educational system and the specifics of each job assignment.
5. HR department should maintain a record of all orientation programs which specifies the dates on which the programs took place, the names of the attendees, and the topics that were discussed.