

8.A.4

Orientation procedures for all employees are maintained and followed equitably.

Exhibit 8.A.4.1 (Continued) — Employee Orientation Policy

Human Resources: Hiring and Employment
Employee Orientation Policy

Effective Date: September 12, 2017
Board Approval: September 12, 2017

Purpose

To outline the process by which new hires are trained.

Policy

When hired by the college, new employees will meet with the Human Resources Specialist to complete the new employee onboarding process and to receive an orientation on employee payroll procedures and benefits, if applicable, and receive a link to the Southwest Tech on-line orientation. The on-line orientation includes the following information:

- College President Welcome
- Southwest Technical College Mission and Vision Statements
- Southwest Technical College Overview
- Southwest Technical College Organizational Chart
- Utah System of Technical Colleges Directory
- Employee contact list
- Internal forms used for building work requests, purchasing, payroll, reimbursements, leave requests
- Policies relating to personnel and access to the Southwest Tech policy on-line manual.

All new employees receive orientation on an individual basis when hired by the College. The amount of time and the depth of orientation varies depending on the position and whether or not the employee is part-time or full-time. Ongoing orientation information and training will be provided by the employee's immediate supervisor.

Source: [Employee Orientation Policy](#)

Exhibit 8.A.4.1 — Online Orientation located on Employee Hub (Continued on next page)

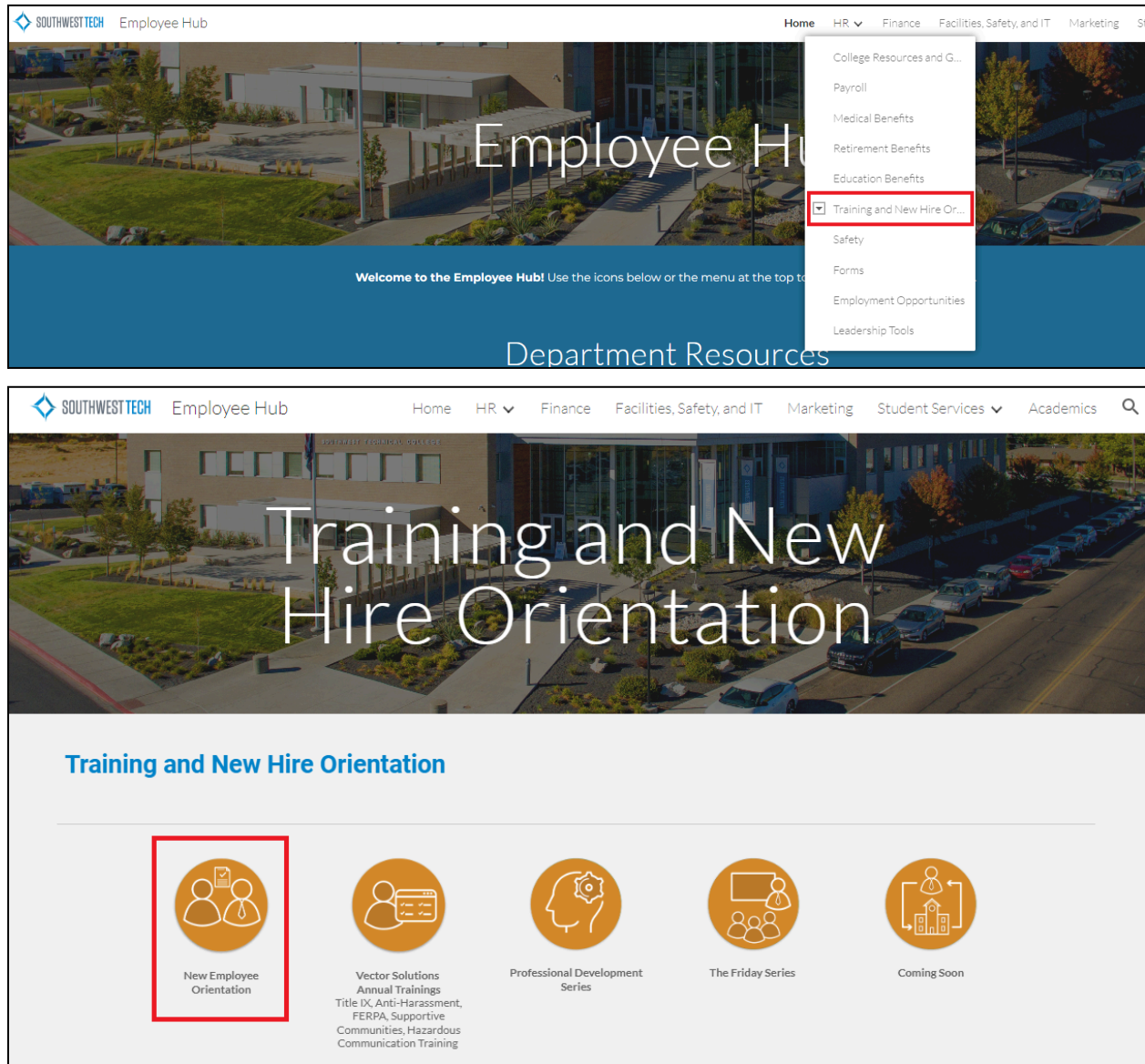
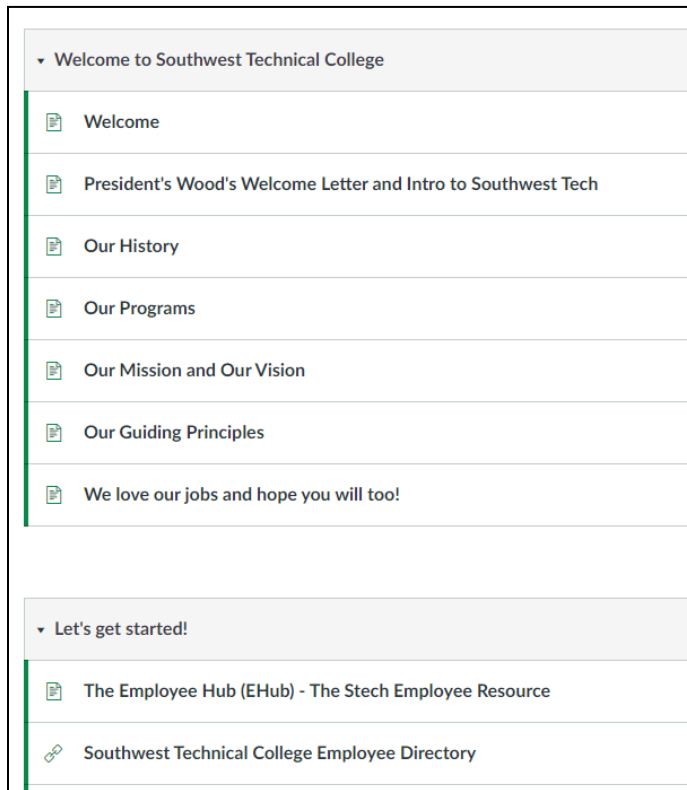



Exhibit 8.A.4.1 (Continued) — Online Orientation located on Employee Hub

Source: [New Employee Orientation in Canvas](#)

Exhibit 8.A.4.2 — Employee Orientation PDF

Source: [New Employee Orientation in Canvas](#)

Exhibit 8.A.4.3 — Employee Orientation Completion Signature Page Sample


SOUTHWEST TECH
SOUTHWEST TECHNICAL COLLEGE

NEW EMPLOYEE ORIENTATION

This checklist serves as a guide for new employee orientation and as documentation that the employee has reviewed the Employee Orientation Manual. By signing this form, the employee agrees that he/she has read, understands and agrees to abide by the information contained in the Employee Orientation Manual. A copy of the signed checklist will be kept in the employee's personnel file.

All employees are encouraged to continually educate themselves on all policies and contact a member of the administrative team if questions arise.

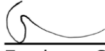
Employee Name: Anthony Huber Start Date 04/08/2025

WELCOME TO SOUTHWEST TECHNICAL COLLEGE

College President Welcome	Policy Manual Access and Policy Review below
College History	<ul style="list-style-type: none"> Harrassment, Nondiscrimination and Equal Opportunity Policy
Overview/Mission/Vision Statements	<ul style="list-style-type: none"> Code of Conduct Policy
Guiding Priciples	<ul style="list-style-type: none"> Corrective Action Policy
College Programs	<ul style="list-style-type: none"> Abusive Conduct Policy
Payroll Information	<ul style="list-style-type: none"> Employee Safety and Workplace Violence Prevention Policy
FMLA	<ul style="list-style-type: none"> Grievance Policy
ADA	Plans and Safety Programs
Educational Benefits	Accident Procedures
Duel Enrollment	Lockdown Prodedures and Emergency Notifications
Dress Code	Campus Access and Alarm System
Organizational Chart	Mandatory Training
FERPA	BambooHR Introduction
	College Tour and Introductions

Please see the Southwest Tech website (Campus Info – Employee Hub) for online orientation and an electronic copy of the Southwest Tech Policy Manual.

I Anthony Huber have been provided the information above and have completed the Southwest Technical College employee orientation.


 Employee Signature

04/08/2025
 Date

Source: Additional Examples of Employee Orientation Completion are available [here](#).