

Adopted by President's Cabinet 10-27-15

Employee Handbook

Employment

Orientation

Upon hire, Human Resources will conduct an orientation for each new employee. The Orientation includes review and receipt of a copy of the EGSC Employee Handbook and review and completion of mandatory compliance trainings. New employees shall be responsible for reading and familiarizing themselves with the contents of this handbook. A major responsibility of the supervisor is to provide orientation of the job to each new employee, provide adequate tools and resources, and to be available for training job specifics as needed. This means explaining the nature of the job to be done and the usual work methods.