



**ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL**

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2**

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SUBJECT

**GENERAL**

**SUB-TOPIC  
ORIENTATION**

All new Classified and Non-Classified UTD Employees are required to attend an Employee Orientation designed to acquaint them with UTD policies, employment benefits, and a history of the University and its accomplishments.

New employees should feel free to ask questions of the attending Human Resources representative to ensure maximum benefits are being received and that he/she thoroughly understands University policies and procedures.

CLASSIFIED EMPLOYEES

The Human Resources Office schedules semi-monthly orientations. New employees are urged to attend the first orientation following the first day of employment.

The Human Resources Office will attempt to schedule an alternate orientation when necessary.

NON-CLASSIFIED EMPLOYEES

Orientation for Non-Classified Employees (i.e., Faculty, Administrative and Professional Staff) will be on an individual basis, and they should call Human Resources for individual appointments.