

4.3.5  
ORIENTATION  
ADOPT: APRIL 8, 1985  
REVISED: APRIL 10, 2001  
REVIEWED: JANUARY 8, 2008  
SEIU Article 5

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It is the intent of the Board of Trustees that the time and effort invested in a well-planned and implemented orientation program may reap many returns. These include reducing employee's anxiety, saving supervisors' and co-workers' time, developing positive attitudes toward the College, and creating realistic job expectations.

For regular Classified employees, the District will regularly schedule orientation meetings for new employees. All new employees shall be encouraged to attend the orientation. The orientation will be part of an employee's workday if they are so scheduled; if not, it will be without pay.

The District shall notify SEIU of regularly scheduled orientation meetings, and allow a Union Steward to make a brief presentation. Alternatively, SEIU may produce a videotape and the District will make the videotape available to new bargaining unit members.

Faculty orientations are coordinated and implemented through the Resource Center for Staff Development.