

## DAU 4-8 New Employees Orientation Policy

Policy Code	Policy Name		
DAU 4-8	New Employees Orientation Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- HRD - IT - Directorate of Quality Assurance - Operation and Maintenance Management	10/2023	10/2027	

### 1. Purpose of Policy

This policy governs the rules, regulations, and procedures followed in managing the orientation program offered to newly appointed DAU employees.

### 2. Policy Scope

This policy is applied for all new academic and administrative employees at DAU.

### 3. Policy Statement

#### Institutional Orientation

- At the beginning of each academic year, DAU arranges for an orientation program where Heads of administrative and academic Departments introduce the University's structure, main systems, and policies.
- The University Vice President is responsible for familiarizing new faculty members with the main academic topics and policies. The Quality Assurance Directorate arranges to conduct several comprehensive sessions on different academic topics, including the course syllabus, course file and course report, teaching strategies, learning platforms, course matrix, etc.
- The HR Directorate is responsible for familiarizing new faculties and administrative staff with the main HR services and general regulations.
- The HR Directorate is responsible for introducing the employee Handbook and main policies.
- The HR Orientation can be conducted on an individual or collective basis.
- The IT Department is responsible for introducing the University's Network Infrastructure, the University's Management Information Systems, and the IT Support Services (SIS, LMS, HRM, etc.).
- The Operation and Maintenance is responsible for purchasing support tools for the new employee.

#### Departmental Orientation

- The line manager introduces the new employee to the department staff and faculty members and other key personnel and arranges for an internal Departmental Orientation program. The Departmental Orientation covers the following topics:
  - The department's mission and goals
  - The department's organizational chart, including the relationship with other departments.
  - The employee's job description
  - The area of evaluation during the probation period
  - Supplies/keys/computer account requests and access rights
  - On-the-job training
  - Working hours, rest periods and leave policies.

### For the new Faculty Member

His/ Her department shall clarify the general academic-related matters (schedule, course file, faculty development, grades and student absence policy, student evaluation of instruction, syllabus, committees, learning platform, etc.).

### 4. Policy Procedures

S. No.	Procedure Steps	Responsibility
1.	Receives and welcomes new employees on their first day of work.	HR Director or
2.	Provides new employees with a campus tour.	HR Director
3.	<p>Holds a Human Resources Orientation Session with the employee or group of employees, ensuring to discuss the following points:</p> <ul style="list-style-type: none"> <li>- Where the employee fits within the departmental and divisional organizational structure</li> <li>- The employee's career goals and objectives in relation to departmental goals and objectives.</li> <li>- The University's medical insurance policy</li> <li>- The Employee Handbook and major HR Policies (such as Probationary Period, Performance Management System (PMS), Absences/tardiness, Exit Re-entry Visa, GOSI, etc.)</li> </ul>	HR Director
4.	<ul style="list-style-type: none"> <li>- Ensures that the HR database has all the required information about the new employee.</li> <li>- Obtains copies of the passport and residency permit, if applicable.</li> <li>- Requests the employee to submit a photo to the Front Desk to issue a university identification card.</li> <li>- Obtains and verifies the employee's original credentials.</li> <li>- Explain to the employee how to use the timecard system. Obtains the new employee's signature on the employee information form.</li> <li>- An employee should be compensated for expenses (medical checkup, and visa fee) and forward it to the Controller and Director of Accounting for processing.</li> <li>- Makes the necessary arrangements for the employee to open a bank account for the purpose of receiving salary payments.</li> </ul>	HE/ Recruitment Specialist
5.	Explains the requirements for issuing permanent residence/Iqama (medical checkup, photographs).	HRD Officer
6.	<ul style="list-style-type: none"> <li>- Airport Reception and accommodation services for international recruitment</li> <li>- Provides the employee with a letter addressed to the hospital for conducting the required medical examination and tests for issuing a new residency permit.</li> <li>- Arranges for transportation to the hospital and to the photograph shop.</li> </ul>	Personal affairs

### 5. Related Policies/Documents/ Forms

DAU 4-3 Code of Conduct Policy  
DAU 4-9 Teaching Staff Employment Policy

### 6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 <sup>st</sup> issue of the policy