Onboarding
Policy & Procedure Reference Guide for New Employees

Welcome to Shawnee State!

Shawnee State University is committed to fair and equitable treatment of its employees in accordance with established policies and procedures. This policy and procedure reference guide was established as a standard that guides how we conduct ourselves as employees including how we work, interact with others and manage the business of the University. The policies contained in this reference guide as well as the full comprehensive list of all University policies and procedures can be found on The University Policies webpage.

This reference guide is not intended to be, and should not be interpreted as, a contract between the University and any employee. The policies and procedures reference guide is maintained by the Office of Human Resources. A few policies apply to all members of the University community while some only apply to specific categories of employees.

Policies & Procedures
All New Employees:

All new University employees must review and acknowledge the following policies & procedures:

3.04 & 3.04:1	Policy: [Student Education Records Privacy and Release](#) Procedure: [Student Education Records: Privacy & Release](#)
4.75	Policy: [Use of University Resources](#)
5.01 & 5.01:1, 5.01:2	Policy: [Non-Discrimination/Sexual Harassment](#) Interim Procedure: Affirmative Action Hiring Guidelines (Under Review) Procedure: [Reporting & Investigating Sexual Assault, Sexual Misconduct & Other Forms of Discrimination](#)
5.06	Policy: [Drug Free Campus & Workplace](#)

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5.08	Policy: Smoking
5.19 & 5.19:1	Policy: Public Records Procedure: Public Records Requests
5.30	Policy: Campus Computer and Network Use
5.41 & 5.41:1	Policy: Complaint Review & Resolution Procedure: Complaint Review Process

Please Select your employment type below to be referred to the applicable policies:

Faculty

Executive/Administrative Staff/ATSS

Support Staff

Department of Public Safety

Faculty:

In addition to reviewing and acknowledging the University policies & procedures required for all new employees, the following policies apply specifically to faculty members and should be reviewed:

Policy#	Policy Name
2.10 & 2.10:1	Policy: Copyrights, Patents, & Research for University Personnel Procedure: Administration of Inventions, Discoveries, and Patents for University Personnel
2.11	Policy: Faculty Workload
2.15	Policy: University Promotion and Tenure System
2.17	Policy: Credit Hour Assignment

Please review the SEA Collective Bargaining Agreement for additional information regarding terms and conditions of employment.

Once your review is complete, please complete the Policy and Procedure Acknowledgment form.

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Support Staff:

Please review the [CWA Collective Bargaining Agreement](#) for additional information regarding terms and conditions of employment.

Once your review is complete, please complete the [Policy and Procedure Acknowledgment form](#).

Executive/Administrative Staff/ATSS:

In addition to reviewing and acknowledging the University policies & procedures required for all new employees, the following policies & procedures are applicable to Executive/Administrative/ATSS staff members and should be reviewed:

Policy#	Policy Name
5.34 & 5.34:1	Policy: [Records management, Retention, and Disposal](#) Procedure: [Records Management, Retention & Disposal](#)
4.51 & 4.51:1	Policy: [Administrative Employees- Employment Status & Other Employment Actions](#) Procedure: [Performance Evaluations And Performance Improvement Plan (PIP)](#)

Once your review is complete, please complete the [Policy and Procedure Acknowledgment form](#).

Department of Public Safety (DPS):

In addition to reviewing and acknowledging the University policies & procedures required for all new employees, the following policy and procedure applies to public safety employees and should be reviewed:

Policy#	Policy Name
4.79	[Department of Public Safety Employment Status](#)
4.82	[Leaves of Absence DPS](#)

Once your review is complete, please complete the [Policy and Procedure Acknowledgment form](#).