

BENNINGTON COLLEGE

New Hire Orientation: Part-time, Hourly or Per Diem

The following information is contained within your New Hire Orientation packet. It is expected that you will read this material and retain the information for future use. We hope that this information will answer most, if not all, of your questions. If not, feel free to discuss any questions you might have with either your direct supervisor or with a member of the Human Resources staff.

<ul style="list-style-type: none">■ Overview of Orientation■ Map of the College■ Campus Tour■ Staff Identification Card■ Emergency Contact Information■ Communications Overview<ul style="list-style-type: none">■ Use of Communications■ Directory■ Email■ Bennington Bulletin■ Position Classification: Hourly, Part-time or Per Diem<ul style="list-style-type: none">■ Type of employment relationship (at will or contract)■ Payroll Procedures/Timecards■ Position Description■ Probation Period: _____ (<i>if applicable</i>)■ Campus Safety Overview■ FMLA Rights & Responsibilities■ CoVerified<ul style="list-style-type: none">■ Testing (if applicable)■ Daily Symptom Reporting	<ul style="list-style-type: none">■ Policies<ul style="list-style-type: none">■ Nondiscrimination Policy and Inclusive Community■ Professional Conduct■ Drug-Free Workplace Policy■ Smoking Policy■ Workers' Compensation Procedures■ Weapons Policy■ Financial Whistleblower Policy and Procedures■ Pet Policy and Service Animals on Campus■ Policy and Procedure Governing Sexual Harassment■ FERPA■ Confidentiality■ Use of Campus Facilities<ul style="list-style-type: none">■ Dining Services■ Meyer Recreation Barn■ Miscellaneous Recreational Facilities/Equipment Usage■ Recreation and Discount Information
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I acknowledge that I have received the above-mentioned information during New Hire Orientation at Bennington College and that I am responsible for understanding and adhering to the content of the information as well as the general policies of Bennington College.

Orientation conducted by: _____

Human Resources Representative

Date