

**TALLAHASSEE COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURES**

TITLE: In Processing of New Employees	NUMBER: 04-09AP
AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14.0261	SEE ALSO: • Board Policy 04-09: In Processing of New Employees
UPDATED: 2/27/14	

In keeping with the College’s expectation of excellence, and to ensure compliance with all regulatory standards, and College policies and guidelines, all newly hired employees are required to participate in the College’s on-boarding process.

As part of the on-boarding process all employees in regularly established positions must attend the College’s new employee orientation, the “TCC Experience.”

1. New employee – An individual who has been selected to fill a position of any type.
2. Hiring authority – A supervisor or manager with decision making authority.
3. Personnel File – A collection of documents pertaining to the employee’s appointment, payroll, performance, benefits, and other pertinent related information.

I. Applicant is selected for hire:

- a. The applicant is offered the position by the designated Human Resources authority.
 - i. If the applicant declines the position the Human Resources authority will notify the hiring authority, and the recruitment process will resume.
 - ii. If the applicant accepts the position the Human Resources authority will notify the hiring authority of acceptance and proceed with on-boarding.

1. Notification to hiring authority will include position title, start date, and orientation date.

II. On-boarding begins:

- a. The Human Resources (on-boarding) Specialist will initiate the electronic onboarding packet and/or will schedule a face-to-face meeting with the employee.
 - i. The new employee is responsible for reviewing, completing and returning to Human Resources, within the specified timeframe, all required documents.
 - ii. Human Resources will collect and monitor all of the required documents and notify the new employee of any outstanding items. The hiring authority will be notified if the employee does not produce the required documents within the specified timeframe.
- b. New employees are encouraged to schedule an appointment with the Human Resources (on-boarding) Specialist to discuss any questions or concerns regarding the on-boarding process and/or the requested documents.
- c. New employees in regularly established position are required to attend the College's new employee orientation, the "TCC Experience."
- d. New employee personnel files should be complete with all the mandatory documents, specific to their employment and position, within 90 days of the employee's start date. Non-compliance will require Human Resources to initiate a formal discussion with the hiring authority to remove the employee from active status or take other appropriate action.

III. On-boarding continues:

- a. Supervisors are responsible for completing the on-boarding process for new employees.
 - i. Supervisor responsibility includes, but is not limited to, facilitation of technology access, equipment set-up, policy review and position expectations.

