

1. PURPOSE

Orientation programs assist new employees in understanding institutional values and culture, and as a result, encourage commitment to the institution. An ongoing process, orientation begins during recruitment and selection, and continues as needed throughout the individual's employment. The Office of Human Resources and the Office of Academic Affairs support this process with orientation programs for new employees. Many departments support orientation with unit-specific programs.

2. WHO IS AFFECTED BY THIS POLICY

Employees.

3. POLICY STATEMENT

- The Office of Human Resources provides every new employee with an orientation package containing the following documents:
 - A Personal Information Form, which is designed to collect all the information necessary to enter the employee into the Human Resources and Payroll database.
 - A copy of the *Règlement Intérieur* of the University.
 - Detailed information about the coverage provided under the University's Health Insurance program. Participation in this program is obligatory for all employees of the University except when they fulfil the conditions for exemption. The Office of Human Resources provides both the enrollment form and the request for exemption, and the employee must return the appropriate document to the Office of Human Resources as soon as possible.
 - Information about the coverage provided under the University's Death and Disability Insurance program. Participation in this program is obligatory for all employees of the University; the University pays the entire cost of coverage. The Office of Human Resources provides a form confirming employee receipt of the information (which serves to confirm that coverage is active) and a form that allows the employee to name a beneficiary of the death insurance. Employees must return signed forms to the Office of Human Resources as soon as possible.
 - The form necessary in order to request a *Casier Judiciaire bulletin n° 3*. All employees are legally required to supply this document before the end of the probation period.
 - A copy of the University Holiday Schedule for the current calendar year.
 - An information sheet concerning Information Technology Services at AUP.
- The Office of Academic Affairs organizes a half-day Orientation program for new faculty at the beginning of each semester, during which academic policies are fully explained, and new faculty are introduced to key staff members (the Provost, the Dean for Assessment, the Assistant Dean for Academic Administration, the University Registrar, the University Librarian, the director of the Academic Resource Centre, etc.)

4. RESPONSIBILITIES

- The department of employment is responsible for providing new employees with an orientation specific to their workplace and on-the-job training needed for new employees to assume their responsibilities.
- The new employee is responsible for participating in appropriate orientation processes, seeking information to enhance his or her orientation process and completing and returning appropriate personnel forms.
- The Office of Human Resources is responsible for providing information and resources about University-wide policies to new employees.
- The Office of Academic Affairs is responsible for organizing new faculty orientation sessions and ensuring that all new faculty are informed of the scheduled date.

5. DEFINITIONS

"Employee" Any person who is linked to The American University of Paris by an employment contract.

6. APPROVALS & HISTORY

Reviewed 28 February 2017.

Reviewed 16 November 2020 (no changes).

Next review November 2023.

7. ISSUING OFFICE AND CONTACT

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