BENNINGTON COLLEGE

New Hire Orientation: Exempt Staff

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

- Overview of orientation
- Map of the College
  - Campus Tour *(if needed*)
  - Staff Identification Badge
- Emergency Contact Information
- Campus Directory
- Email
- CoVerified (testing and daily symptom reporting, if applicable)
- Bennington Bulletin
- Campus Safety Overview
- Position Classification: Exempt
  - Type of employment relationship (at will)
- Payroll Procedures
- Position Description
- Department of Motor Vehicles Check
- Administrative Staff Handbook
  - Non-Discrimination/Inclusive Community
  - Professional Conduct
  - FERPA
  - Confidentiality
  - Management Responsibilities (if applicable)
- Signatory/Receipt Form for Policy and Procedures Governing Sexual Harassment & Sexual Misconduct
- FMLA Rights and Responsibilities
- Use of Campus Facilities
  - Dining Services
  - Meyer Recreation Barn
  - Miscellaneous Recreational Facilities/Equipment Usage
  - Recreation and Discount Information

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.

_____ _____ _____

Employee Signature Employee Name [please print] Date

Orientation conducted by: _____ _____

Human Resources Representative Date

Last review 10/07/2020