

BENNINGTON COLLEGE

New Hire Orientation: Union

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.

- Map of the College
 - Campus Tour
 - Staff Identification Badge
- Emergency Contact Information
- Position Classification: Union
 - Type of employment relationship (at will)
- Payroll Procedures and ADP
- Position Description
- CoVerified (testing and daily symptom reporting)
- Union Membership: Required after 30 calendar days
 - Membership Enrollment Forms
- Campus Safety Overview
- Collective Bargaining Agreement
 - Probation Period
- FERPA
- Confidentiality
- FMLA Rights and Responsibilities
- Communications Overview
 - Use of Communications
 - Directory
 - Email
 - Bennington Bulletin
- Policies
 - Non-Discrimination 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 Procedures Governing Sexual Harassment and Sexual Misconduct
- Holiday Schedule
- 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