

New Employee Orientation Toolkit

Welcome to Texas Woman's University. As a new employee, you have a world of opportunities ahead of you working for the nation's largest university primarily for women. With campuses in Denton, Dallas and Houston, we are proud of our accomplishments as well as plans for the future. You have made the right choice to become a part of our campus community and we encourage you to explore ways to immerse yourself into our culture. WELCOME!

AGENDA

Day One -Orientation

Morning (8:30 a.m.)

Staff Council Representative

Staff Council Presentation

Estela Long

Compensation Plan

TWU Customer Service Philosophy

Jane Sewald or Amanda Noday

Payroll Information

Melissa Ozuna

Performance Evaluations

Break

Angela Cagle

Employee Benefits

Lunch- Together We Understand

TWU Staff Mentoring Program-meet your mentor and have lunch in The Underground (sponsored by the Office of Human Resources)

Afternoon (1:30 p.m.)

Dennis Hoebee or Representative

Technology and Information Services

Jana Bates

Policies

Drug-Free Workplace Policy

HR Services

Emergency Alerts

Day Two -Training

Morning (8:30 a.m.)

Matt Moustakas

Safety Training

Fire Hazard Training

Sherry Stratton

Ethics

Break

Bob Mabry

Mandated EEO/Sexual Harassment

Americans with Disabilities Act Amendments Act

Employee Relations/Corrective Discipline



Please see Employee Guidebook
for more information.