

## New Employee Policies

[www.wichita.edu/newhire](http://www.wichita.edu/newhire)

New employees at the University will be scheduled for an orientation and benefit session. The above website should be reviewed before attending.

This website provides information on the follow topics:

### Policies/Procedures

WSU Policy and Procedure Manual, including workers' compensation procedures, guidelines for family & medical leave, shared leave, and prohibiting sexual harassment

### Campus Services

On-campus dining, employee discounts, campus recreation, training & development, and other services & programs available to employees

### Other Resources

University mission, Employee Assistance Program, designated holidays, benefits opportunities

By signing this form on the line below, I acknowledge the following:

1. I have received a copy of this reference page directing me to the new employee information on the Human Resources website located at: [www.wichita.edu/newhire](http://www.wichita.edu/newhire) and have read or will read all information available on this website and related links, or if it is my preference, will request and read a hard copy of the new employee information available on the website and related links.
2. I have received and will read and accept the Wichita State University Policies and Procedures Manual located at [webs.wichita.edu/inaudit/tablepp.htm](http://webs.wichita.edu/inaudit/tablepp.htm) and will specifically read and understand the following chapters or sections applicable to my employment classification:
  - University Support Staff - Chapter 3 and Chapter 7
  - Unclassified Professional - Chapter 3 and Chapter 6
  - Faculty - [webs.wichita.edu/senate/handbook](http://webs.wichita.edu/senate/handbook)
3. I have been given an opportunity to ask questions, and I will seek clarification where needed on the new employee website from Human Resources and seek clarification if needed on policies and procedures from the Office of the Vice-President and General Counsel.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

my WSU ID#: \_\_\_\_\_