

## FACULTY ORIENTATION POLICY

Form #	AA-406-F01	Revision #	02
Accessibility level	A	Effective date	01/20/2021

### Faculty Orientation Attendance Form<sup>1</sup>

#### TO WHOM IT MAY CONCERN:

I \_\_\_\_\_ have received extensive written and personal orientations preparing me for my job at Fahad Bin Sultan University (FBSU). I also have been made aware of the codes, procedures regulations, rights and responsibilities needed to navigate within my workplace. Among others, I have been extensively introduced to the:

- **Employment Basics** (*Payroll, Training Opportunities, Code of Ethics, Employee and Academic Policies and Procedures, etc.*)
- **Employee Benefits and Rewards** (*Salary, Transportation, Paid Vacations, Sick Leaves, Health Insurance, Holidays, Overload and Summer Policies, etc.*).
- **Governmental Regulations pertinent to:**
  - Iqama (residency) issuance and renewal
  - Driving license issuance;
  - Monthly taxes on dependents
  - VAT
- **Information Technology pertaining to:**
  - FBSU website
  - Moodle – Elearning system
  - Employees Forms Portal

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

Dept. \_\_\_\_\_ College: \_\_\_\_\_

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

<sup>1</sup> A copy to be placed in the faculty personal file in the HR Department

