Welcome to
New Employee Orientation!

We’re glad you’re here!
New Employee Orientation

April 27, 2022

Here’s Your Day Ahead!

Office of Human Resources
Learning & Development
Welcome YOU!

**Host:** Dana Whatley Smith
Assistant Director, Learning & Development

**Host:** Kathleen Burch
Graduate Assistant, Learning & Development
Housekeeping Items

- Timing of event / break
- Orientation Materials
- Orientation Evaluation
Let’s review the Orientation Packet
Agenda

• Welcome! from the Office of Human Resources
• Public Safety: Staying Safe
• Learning and Development
• Human Resources: Policies & Procedures
• Computing & Technology
• Division of Mission & Animation
• Diversity, Equity, and Inclusion Office
• Gumberg Library: Staff Services & Resources
• PNC Workplace Banking
• Parkhurst Dining Services
• University Advancement
• Benefits @ Duquesne
Introduction Icebreaker

1. Hi, my name is…
2. I work in… (department/school) here at Duquesne.
3. I started at Duquesne on…
4. What I look forward to doing in 2022…
Welcome from
The Office of Human Resources
Welcome from President Kenneth Gormley
Public Safety
... exists to serve and protect the University community and the environment that sustains and encourages normal and intellectual growth. We facilitate this goal by anticipating and preventing unsafe conditions and protecting individuals from the imprudent illegal acts of others.
Location

- The Department of Public Safety is located on Gibbon and Stevenson Streets, next to the UPMC Cooper Building and directly behind the City of Pittsburgh Fire Department Building #4.
How to contact us

Non-emergency General Inquires

412-396-6002
publicsafety@duq.edu
How to contact us

Campus Emergency Number

- 412-396-2677
- NORA – “Need Officer Right Away” if you cannot speak freely
DU Emergency Alert System

- Mass-communication, automated notification system that will be used to contact students and employees in the event of an emergency using the following methods:
  - Mobile devices
  - Text messages (SMS)
  - Calls to non-Duquesne phone numbers (“land line” only, i.e. a home phone)

- For more information and to subscribe to the DU Emergency Alert System, please visit www.duq.edu/alert.
Public Safety Staff

- **Staff of 50 Includes:**
  - Sworn Police Officers
  - Non-Sworn Security Officers
  - Non-Sworn Support Staff
  - Police Communications Operators

- **Accredited Law Enforcement Agency**
  By the Pa Chiefs of Police
Police Communications Desk

• Police Communications Operators staff the desk 24 hours a day, 7 days a week

• PCOs are familiar with campus and with the university
Patrol

- By Bike
- On Foot
- Vehicle
- Plainclothes
Code Blue Emergency Phones

* Rooney Field - Bluff Street
* Locust Circle near Gumberg Library
* Health Science Building- Locust St/McAnulty Drive
* Rockwell Hall - Shingiss Street
* Fisher Hall Skywalk
* Forbes Avenue Garage
* Forbes Avenue Parking Lot-across from Facilities Mgt
* All elevators on campus
Crime Prevention Services

* Campus Escort Service – x6002
* Operation Identification
* R.A.D. (Rape Aggressive Defense) Program
* S.A.F.E (Self-Defense) Program
Education and Awareness Programs

- Active Shooter
- Relationship Violence
- Look Up, Walk Smart
- First Aid/CPR/AED Classes
- Personal Safety and Self Protection
- Rape Awareness and Prevention
- Drug and Alcohol Abuse Awareness
- Vacation Safety
- Traveling Alone Safety Program
- Child Safety Programs
- Identity Theft
- Campus Watch
Card Access

Card access is granted to faculty, staff, and students upon written authorization from the Dean or Department Head.

- Academic Buildings/Classrooms
- DU Identification Card
- To request access, work through your Dean/Department Head
Crime Statistics


* Published data based on an annual basis by each institution of higher education in the Commonwealth of Pennsylvania relating to the number and per-capita rate of certain types of crimes and the security measures that are in place to reduce the risk of criminal victimization for members of the community

* Distribution: [http://www.psp.state.pa.us/](http://www.psp.state.pa.us/)

* To read more:
  “Security Policies and Procedures” on Public Safety web site
  [http://www.duq.edu/administration/publicsafety/policies.html](http://www.duq.edu/administration/publicsafety/policies.html)
Crime Statistics

“Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” or the Clery Act

Required under the Clery Act:
* Documented and available campus crime and security policies
* Statistical reporting and publication
* Timely warning provisions
* Open campus police logs
* Federal regulations require colleges to publish an Annual Security Report each October 1st
* Distribution: [http://www.duq.edu/administration/publicsafety/stats.html](http://www.duq.edu/administration/publicsafety/stats.html) or visit the Dept. of Public Safety for a written copy
Campus Safety Begins With You!
Dana Whatley Smith
Assistant Director

Kathleen Burch
Graduate Assistant
Training Specialist

Victoria Vogel
Work Study
Training/Office Assistant
Learning and Development

- Pathways Program for Staff & Supervisors
- Compliance Training
- Other training and workshops
- Find the training you need in MyLEAD!

Follow me this way!
Training is not about…

Your customer service skills need work. When was the last time we put you through training?

That was when I first started working here. So, it’s been over 25 years.

Training isn’t something you did. It’s something you do!
Training is about…

CORPORATE DILEMMA

WHAT IF WE TRAIN THEM AND THEY LEAVE?
WHAT IF WE DON'T... AND THEY STAY?

INVESTING IN EMPLOYEES

TRAINING PATHWAYS TO PROFESSIONAL SUCCESS
What is Training Pathways?

High-quality courses and workshops tailored to meet the specific needs of different employee roles and functions...

- Delivering Great Customer Service
- Effective Presentation Skills
- Resolving Conflict
- Better Business Writing

- Avoiding Supervisory Pitfalls
- Leading Virtual Teams
- Leadership Essentials
- Effective Organizational Communication
Microsoft Office Workshops

A flexible approach to employee professional development

Sample Microsoft Office Courses
- Microsoft Word 2019
- Microsoft Excel 2019
- Microsoft PowerPoint 2019
- Microsoft Outlook / Office 365
Compliance Training

TAPS: The Administrative Policies

• **University Policy On Gender Discrimination and Sexual Misconduct**
  • TAP No. 31: must complete 30 days upon hire; re-certify every three years

• **Basic Active Shooter Survival Skills**
  • TAP No. 48: Workplace And Campus Violence And Weapons Policy

• **FERPA - Family Educational Rights and Privacy Act**
  • TAP No. 38: Focus on persons who handle student educational records
Other Training & Workshops

- Efficient Time Management
- Dealing with Change in the Workplace
- Transitioning from Manager to Leader
- Money Matters: Preparing a Personal Spending Plan
- To Your Credit: Tips for Using Credit Wisely
- Understanding the New Tax Reform
- Creating Effective Web Content
- Understanding Unconscious Bias: Avoiding the Traps
- Maintaining Your Psychological Wellbeing
Where can I find all this training?

In MyLEAD…“Maximize your Learning, Education, And Development”

- My Training Schedule (and registration)
- My Dashboard
- My Enrollments
- My Transcript
- My Requirements
- Assignments Due

Follow me this way for a quick demo!

www.duq.edu/training, or DORI>Employee tab
Thank you!

...we’ll see you in Training!

Contact Learning and Development at x5774, or email mylead@duq.edu
Office of Human Resources

A Career in Higher Education
Our Mission

Human Resources - People Inspire Us.

We partner with the University Community to provide innovative and authentic people-centered services and solutions. We foster excellence and inclusion in the development of the whole person: mind, heart and spirit.
What You Need to Know

• What We Do
• Contacting HR
• HR Information Online
• Performance Evaluations
• TAPs (Administrative Policies)
• Reporting an Issue
• Career Growth
• Finding Your Place at Duquesne
What We Do

- Benefits
- Compensation
- Disability Claims/Workers Compensation
- Diversity & Inclusion Initiatives
- Employee and Labor Relations
- Employment & Recruiting (Faculty and Staff)
- Human Resource Information Systems
- Student Employment (Work Study)
- Learning & Development
- Wellness
Meet the HR Team
HR Information Online

- **HR Website** ([www.duq.edu/hr](http://www.duq.edu/hr))


- **DORI** ([www.dori.duq.edu](http://www.dori.duq.edu))
  - Employee Portal
  - Self-Service Banner
Access DORI Employee Portal

- Log in to DORI
- Select "Employee" from the My Sites drop down menu
Access Self Service Banner

• Log in to DORI
• From the Quick Links menu, select **Self-Service.**
Self Service Banner

- Pay stub
- W-4 and W-2
- Vacation and Other Leave balances
- Earnings and Deductions History
Initial Performance Evaluations

Support Staff
• 30 - 60 - 90 Day Introductory Review
• Standard across university

Administrative/Professional Staff
• Introductory review process determined by senior department head
• May vary by department
Annual Performance Evaluations

• Period of review is July 1 - June 30

• Review previous year performance

• Set professional and job-related goals for the coming year
TAPs (The Administrative Policies)

- TAP 15 – Sick Time
- TAP 17 – Vacation Time
- TAP 23 – Leave of Absence (FMLA)
- TAP 32 – Drug and Alcohol Free Environment
- TAP 31 – Gender Discrimination and Sexual Misconduct
- TAP 50 – Protection of Minors
- TAP 60 – Rules Related to Working on Campus During COVID-19
- Full list at www.duq.edu/taps
TAPs (The Administrative Policies)
Reporting an Issue

Sexual Harassment/Assault

• Alicia Simpson
• Title IX Coordinator and Director of Sexual Misconduct Prevention & Response
• 412.396.2560
• Email address: simpsona8@duq.edu

Discrimination

• Sean Weaver
• Director, Anti-Discrimination Compliance/Assistant Director Risk Management
• 412.396.2073
• weavers2@duq.edu
Reporting an Issue

Report Ethics Violations

- I.e. financial, data privacy, athletics, research misconduct
- EthicsPoint
- Phone: 1-866-294-8662
Career Growth and Advancement

- 1 year waiting period to apply for a new position (*See TAP 6*)

- Learn about new positions at [www.duq.edu/employment](http://www.duq.edu/employment)

- Application process is the same for internal and external applicants
Finding Your Place at Duquesne

- Cheer on the Dukes at Athletics Events
- Relax with Colleagues at Staff Receptions and Luncheons
- Serve Our Neighbors Through Service Projects
- Recharge with Fitness Classes and Reading Groups
- Connect with Students at Campus Events
- Be Part of a Vibrant, Mission-Driven Campus Community
Contact HR

Phone: 412-396-6575

In person: First Floor, Koren Building

Email: hrservices@duq.edu
Presentation available in a separate file