



EAST TENNESSEE STATE  
UNIVERSITY

Office of  
Human  
Resources

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# **New Employee Orientation Packet**

## **Required Training**



EAST TENNESSEE STATE  
UNIVERSITY

OFFICE OF  
University  
Compliance

Dear ETSU Employee:

Thank you for choosing to make East Tennessee State University the place where you grow and expand your professional abilities while investing in the lives and futures of others. Ingrained in our institutional mission and vision, treating people with dignity and respect is a core value that involves all employees and affects our ability to educate our students and work together in an atmosphere conducive to building relationships on honesty, integrity, and trust.

We are pleased to inform you about online training modules intended to raise your awareness of promoting a productive and respectful work environment. This program, *Harassment & Discrimination Prevention*, will instruct you on various aspects of unlawful discrimination and harassment and will provide answers to common questions and suggestions for handling problem situations. The program offers a convenient and practical means of recognizing and avoiding sexual harassment and associated legal issues as well as increasing diversity awareness. The program outlines the current laws on discrimination and harassment and the University's policies and procedures for reporting incidents. These training programs help us meet our legal requirements (Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Tennessee Code Annotated § 49-7-122) that all employees receive training periodically in these areas.

This program is planned as online sessions and may take 90 minutes to complete. You can complete the training on your office computer at your convenience within the time frame given. If you are interrupted, you can go back and pick up where you left off. The programs can also be accessed from your home computer.

At this time, we are asking you to complete the online training modules **within 60 days of notice from the Office of University Compliance**. Successful completion of these training modules will automatically be recorded in your personnel file.

To access the program, go to the following link (<https://www.etsu.edu/universitycounsel/compliance/training.php>), or navigate to the University Compliance website and click on the "Focus Area Training" link in the left navigation bar. Then, click on the training button to begin.

- *Harassment & Discrimination Prevention*

You will create your unique login credentials the first time you access the training. **All employees are required to complete this training.**

You will be notified when it is time to complete refresher programs. If you have any questions about this online training program, please contact the Office of University Compliance at [compliance@etsu.edu](mailto:compliance@etsu.edu).

Sincerely,

Brian Noland  
President



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OFFICE *of*  
HUMAN RESOURCES

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EAST TENNESSEE STATE UNIVERSITY

This packet includes instructions and handouts for the Policies and Procedures portion of your ETSU New Employee Orientation.

Policies and Procedures links can be found on-line covering required Personnel Policies and Procedures, selected benefits and other information and services to assist you in your transition to ETSU. It is strongly recommended that you review the Policies and Procedures link within 45 days of your start date.

- For the Human Resources Policies & Procedures, go to the following links:  
<https://etsu.edu/policies/and> <https://www.etsu.edu/human-resources/hrpolicies/php>
- To access the Required Equity Compliance Training for New Employees, please visit this link:  
<https://www.etsu.edu/universitycounsel/compliance/training.php> .
- For the required Cyber Security Training, go to:  
<https://www.etsu.edu/its/security/training.php>

If you need access to a computer, require a reasonable accommodation to complete the online orientation, or have any questions while you are completing the program, please contact the Office of Human Resources at 423-439-4457.

Welcome to East Tennessee State University.

Office of Human Resources

[hr@etsu.edu](mailto:hr@etsu.edu)

Burgin Dossett Hall, Room 307

# ETSU Office of Human Resources: Meet Your HR Business Partner

Visit: <https://www.etsu.edu/human-resources/hrbp.php>

The screenshot shows the 'Office of Human Resources' website. On the left is a navigation menu with links: Home, ETSU Job Opportunities, Recruitment, Hiring, & Onboarding, Events, Compensation & Classification, Employee Learning & Development, ETSU Wellness Association, System Login, Policies & Procedures, Documents & Forms, and Contact Us. The main content area is titled 'HR Business Partners' and lists four individuals:

- Lori Erickson**: [erickson@etsu.edu](mailto:erickson@etsu.edu), 423-439-6224
- Shannon Jarrett**: [jarrett@etsu.edu](mailto:jarrett@etsu.edu), 423-439-6226
- Mark Coleman**: [colemanm@etsu.edu](mailto:colemanm@etsu.edu), 423-439-7889
- Ryan Fegleman**: [fegleman@etsu.edu](mailto:fegleman@etsu.edu), 423-439-4787

Below the profiles is a search bar titled 'Find your HR Contact' with the instruction 'Enter your department name or select Show All Results'. The search bar contains the text 'Search' and a search icon. Below the search bar are buttons for 'clear' and 'Show All Results'.

## Contact Information

Office of Human Resources  
ETSU Box 70564  
Johnson City, TN 37614-1707  
Phone: 423-439-4457  
Fax: 423-439-5830  
[hr@etsu.edu](mailto:hr@etsu.edu)

# New Employee Policies and Procedures Orientation List

Access all HR Policies and Procedures at: <https://www.etsu.edu/human-resources/hrpolicies.php>

1. [Pay Procedures](#)
  - a. Appendix A: Rights and Responsibilities of Employees Under the Overtime Provisions of the Fair Labor Standards Act (FLSA)
2. [TRS Timekeeping](#)
3. [Workplace Violence Prevention Policy](#)
4. [ETSU Security and Fire Safety](#)
  - a. [Fire Safety Report](#)
5. [Emergency Procedures](#)
6. [Safety Training](#) (as appropriate)
7. [Information Technology Code of Ethics](#)
8. [East Tennessee State University Policy Statement on Drug Free Campus](#)
  - a. [Drug Free Campus](#)
9. [Inappropriate and/or Aggressive Behavior in the Workplace](#)
10. [Title IX and Sex-Based Discrimination](#)

## NOTICE

### **Campus Sex Crimes Prevention**

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes *employed, enrolls as a student or volunteers* at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville.

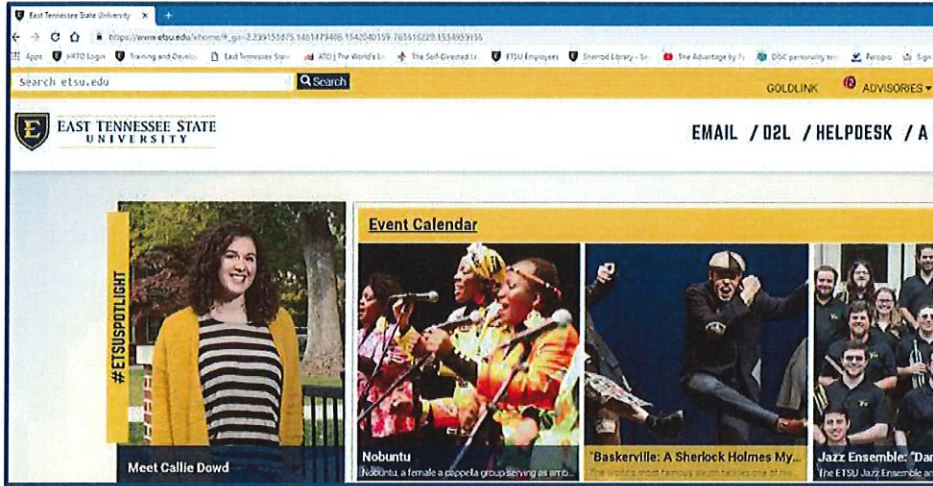
As defined in section 40-39-102 of the Tennessee Code, a “sexual offender” means a person who is, or has been, convicted in this state or committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

# ETSU GoldLink Employee Self-Service

## 1. How to Log In

- a. Go to the ETSU home page, [www.etsu.edu](http://www.etsu.edu) and click on “GoldLink”



- b. Sign in using your ETSU email username and password:

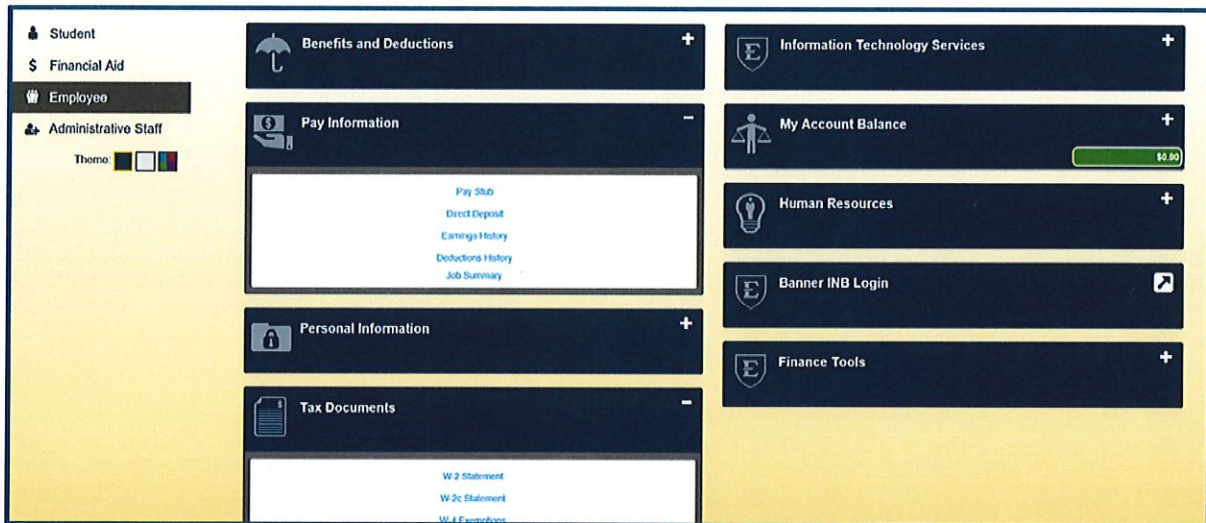
A login form titled "Login to access secure systems." The form is set against a yellow background. It contains two input fields: the first is for the username, preceded by a person icon, and the second is for the password, preceded by a padlock icon. Below the input fields is a yellow button labeled "SIGN IN".

## 2. Employee Information

a. The homepage will provide different sections.



Click the plus signs to expand a section and view personal information.



When you are finished with your GoldLink Session, to protect your privacy, please click "Logout" and close your browser window. Please review the items periodically to verify that your information information is correct.

If you have any questions about accessing information through the GoldLink Portal, how to access your ETSU email, or how to get your ETSU pay stub, please contact the ITS Helpdesk at <https://www.etsu.edu/helpdesk/> or 423-439-4648.