Salisbury University

WELCOME TO THE NEST

Your Journey Begins

Welcome to SALISBURY UNIVERSITY

An Introduction to Salisbury University & What It Means To Be a Part of Our Community

August 2025

Your Journey Begins Now!

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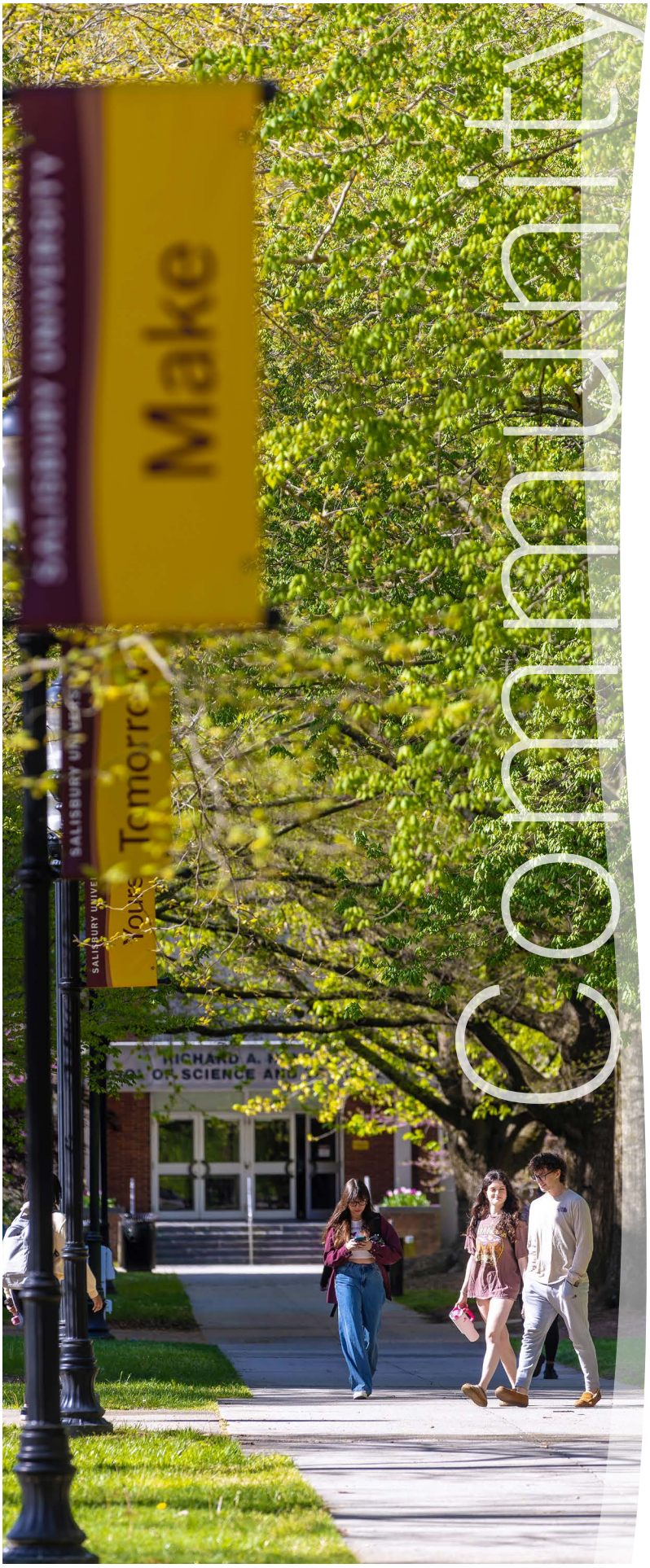
Welcome to Salisbury University, a premier institution of higher education in the heart of Maryland's Eastern Shore. As a new employee, you are joining a vibrant community of scholars, innovators, and dedicated professionals who are committed to transforming lives through exceptional teaching, groundbreaking research, and impactful community engagement.



LIVING THE SALISBURY CULTURE

At Salisbury University, embracing and embodying the institution's vibrant culture is essential for every employee. This culture – rooted in our core values of student-centeredness, learning, diversity and inclusion, community, excellence, and civic engagement – is the foundation upon which we build our success. We expect legendary service and commitment of all faculty and staff!

WHY YOU'RE A GREAT FIT!

Your Passion

- During the interview process, it was clear that not only do you have the qualifications needed for the role, but you also bring a genuine enthusiasm that aligns with SU's mission and values.

Your Can-Do Attitude

- Your cheerful attitude and commitment to continuous improvement were particularly impressive during our conversations. We are confident that these qualities will greatly benefit our mutual success.

Your Mindset

- Your positive mindset and growth-oriented attitude stood out to us during the hiring process, and we believe these qualities will greatly contribute to our success.

Your Dedication to Excellence

- Your unwavering pursuit of high standards and continuous improvement will contribute to Salisbury University's reputation for academic and professional excellence.

NEW HIRE ORIENTATION

SU's New Hire Orientation

- The SU orientation is designed to provide you with a comprehensive introduction to Salisbury University, its culture, policies, and the resources available to help you succeed as a new team member. Orientation occurs every other week.

Orientation Duration

- The New Hire Orientation session is a full-day event, typically lasting from 8:30 a.m. to 4:30 p.m.

Orientation Location

- The orientation will be held at the Guerrieri Academic Commons, located at 1134 Salisbury Blvd, Salisbury, MD 21801. View the campus map to help you find the location: salisbury.edu/discover-su/campus-map

Pre-Attendance Tasks

- Prior to orientation, please ensure you have completed the following pre-attendance tasks:
- Review and complete the New Hire documents sent to you via email (i.e. I9, W4, and MW507).
- Gather any required documents, such as a passport, two forms of valid ID, voided check or routing and account number for direct deposit, etc.
- Review your New Employee Onboarding Checklist.
- Familiarize yourself with the Salisbury University campus and parking options: salisbury.edu/parking

FIRST DAY DETAILS

Dress Code

Dress according to the expectations of your office/department as indicated by your hiring manager. Professional attire is recommended for your first day.

Parking

On your first day, please park in a visitor parking space until you obtain your employee parking pass. Visitor parking permits are required and can be obtained from the Human Resources Office. All team members are charged a yearly nominal fee of $100 for a vehicle parking pass. See details on page 13.

First Day Arrival Time

Our campus hours are typically from 8 a.m. to 4:30p.m. Please arrive at the time communicated to you by your hiring manager as schedules may vary.

Human Resources Contact

If you have any questions or need assistance on your first day, the team in Human Resources is here for you and can be reached at 410-543-6035.

SALISBURY SEVEN

These seven, key areas were created with the participation of our whole campus community and are the defining focus of Salisbury University's vision as we enter our next century.

Aligned with SU's mission statement and core institutional values, these seven pledges direct our strategic growth and will become the foundation for SU's 2025-2030 strategic plan.

The overall theme behind the Salisbury Seven is moving forward with excellence.

This is our core vision: We will move forward with the purpose of transforming lives through academic excellence, life-changing high-impact practices, inclusion, and belonging.

1. We will invest in the people who deliver on the promises we make to our students.
2. We will consistently deliver a rigorous, student-focused academic program taught by world-class educators on a world-class campus.
3. We will have a continual commitment to inclusion, diversity, opportunity and equity, and the cultivation of a sense of belonging.
4. We will strategically grow to serve the needs of the Eastern Shore, the State of Maryland, and the nation while holding fast to our identity as a student-focused institution that doesn't just say it cares about its people; it shows it with every decision.
5. We will be known for our innovative, high-impact practices and our belief that we are educating the whole person for a lifetime of civic leadership and community service.
6. We will raise the resources needed to support SU's programs, its students, and its culture.
7. We will strengthen our institutional identity and reputation.

OUR CORE VALUES

Student Centeredness

Prioritizing the needs and experiences of our students in all that we do.

Learning

Fostering a culture of continuous learning, growth, and innovation.

Diversity and Inclusion

Cultivating an environment that celebrates and embraces diversity, equity, and a sense of belonging.

Community

Developing a strong sense of community, both on and off campus, through collaboration and engagement.

Excellence

Striving for excellence in all our academic, operational, and service-oriented efforts.

Civic Engagement

Encouraging and facilitating active participation in civic life and community service.

SUCCEEDING IN YOUR ROLE

Set Ambitious Goals

Work with your manager to establish clear, measurable goals that align with departmental and institutional priorities.

Embrace Continuous Learning

Seek out opportunities to develop new skills, attend training sessions, and stay up-to-date with industry trends and best practices.

Demonstrate Accountability

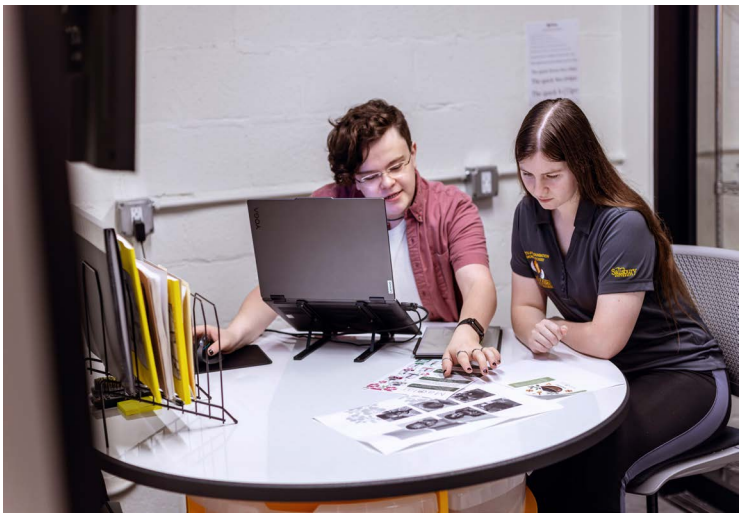
Take ownership of your work, meet deadlines, and proactively communicate with your team and stakeholders.

Foster Collaboration

Build strong relationships with colleagues across the university, actively participate in team projects, and share knowledge and resources.

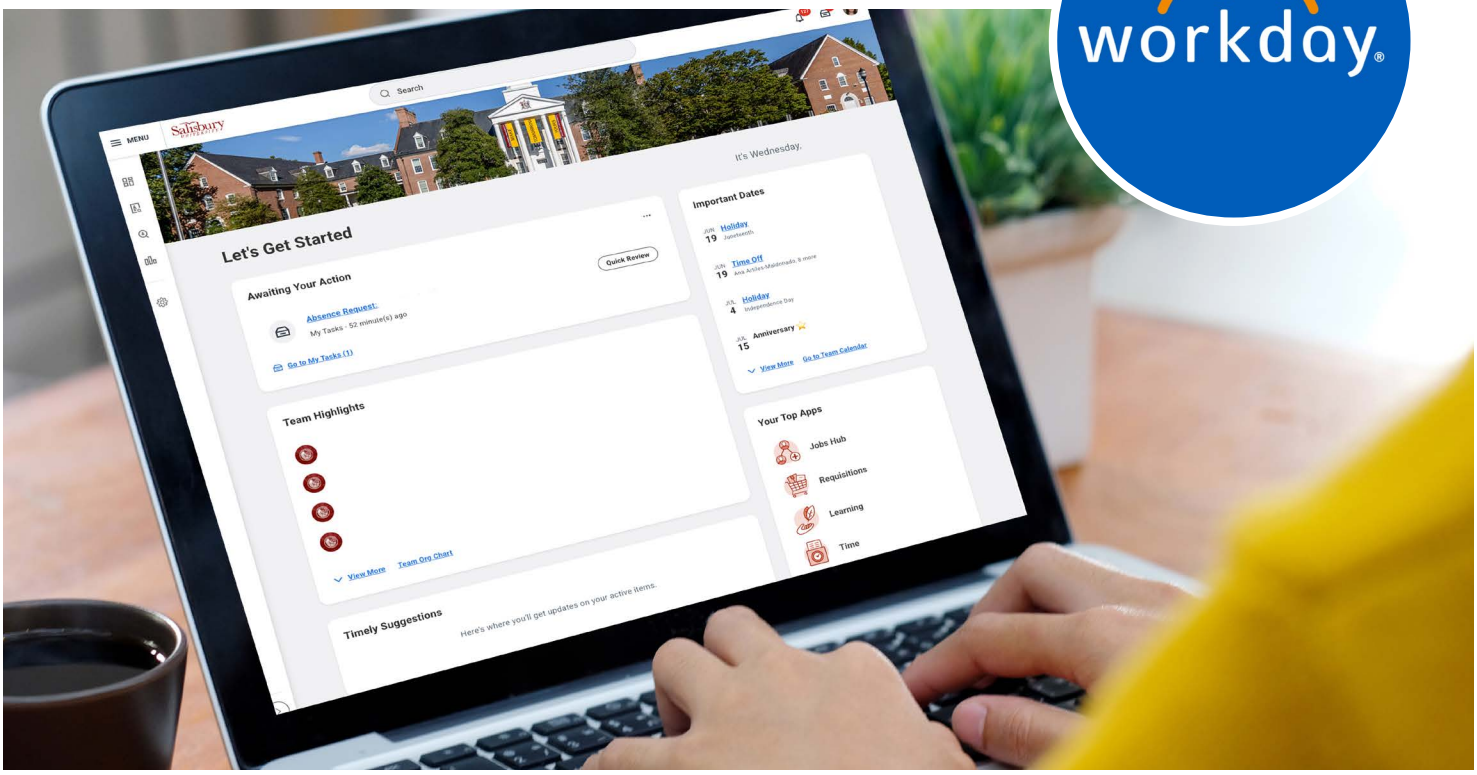
Exceed Expectations

Consistently go above and beyond in your work, identifying ways to improve processes, enhance the student experience, and contribute to the university's success.



WORKDAY SYSTEM

Salisbury University utilizes the Workday system, a comprehensive cloud-based human resources and financial management platform, to manage key employee onboarding, training, and ongoing human resources tasks. The Workday system serves as the central hub for new hires to complete essential compliance and orientation activities, as well as access ongoing HR-related information and resources.



TIME REPORTING

At Salisbury University, employees are required to record their working hours through the Workday system, which requires supervisor approval at the end of each pay period. Furthermore, any requests for time away from work, including vacation or sick days, must also be submitted in Workday and need to be approved by a supervisor. To view the amount of time off available, employees can access Workday, where the accumulation of both vacation and sick leave is tracked throughout the calendar year. For additional information on the calculation of Time Reporting, visit:

salisbury.edu/administration/administration-and-finance-offices/human-resources/benefits/leave.aspx

HOW YOU GET PAID

Payroll Schedule

The payroll schedules can be found on the Payroll Website and run Wednesday-Tuesday on a bi-weekly pay cycle.
salisbury.edu/payroll

Direct Deposit

You are encouraged to opt into direct deposit, and you can complete this process on the Direct Deposit Form during HR onboarding. It's suggested that you bring a voided check or have your bank routing and account number.

First Paycheck

It can take up to three pay cycles for direct deposit to take effect. You will receive a paper check mailed from Annapolis to the address on file until the direct deposit is active.

We encourage all new team members to create a Payroll Online Service Center account to view paystubs, make updates to personal information, access W2s, etc.

Simply visit here to sign up:

https://interactive.marylandtaxes.gov/Extranet/cpb/POSC/User/Start.aspx

BENEFITS

Salisbury University offers a full range of benefits to its faculty and staff. Many are part of the State of Maryland's benefits package that allows employees to choose their benefits and pay the premiums with pretax dollars. There are a multitude of benefits based on eligibility!

Health & Life Insurance

Three medical plan providers are available:

- Care First - carefirst.com/statemd
- United HealthCare - uhccommunityplan.com/md
- Kaiser Permanente IHM - my.kp.org/maryland
  Available in the DC, Northern VA, and Baltimore areas

Multiple plan designs and available:

- Preferred Provider Organization (PPO)
- Exclusive Provider Organization (EPO)
- Integrated Health Model (IHM)

salisbury.edu/Health&LifeInsurance

Retirement

Three retirement options:

- Maryland State Retirement and Pension System*
- Optional Retirement Program*
- Supplemental Retirement Accounts

* Enrollment in SRPS and ORP plans are available for regular status employees. Plans require an enrollment packet to be completed and submitted to HR by the first day of employment.

salisbury.edu/Retirement

TOTAL REWARDS

SU Bookstore Discount

Employees receive a 10% discount on purchases at the SU Bookstore with their Gull Card.

University Fitness Center

Employees can access the university's fitness facilities, including group classes, with a discounted annual membership of $50.

Free Library Resources

Employees can check out books, use of study facilities, and access other library resources free of charge.

Discounted Campus Events

Employees can enjoy free or discounted tickets to campus events, including athletic games; music, theatre, and performances; and cultural events.

Tickets at Work Membership

Employees have access to thousands of employee discounts nationwide through the Tickets at Work program.

Maggs Physical Activities Center

Employees can use the university's fitness facilities, including the strength and fitness rooms, swimming pool, and racquetball courts during open hours.

PROBATIONARY PERIODS & PERFORMANCE MANAGEMENT

A probationary period is a trial employment period in which newly hired employees demonstrate their ability to perform the duties and responsibilities of their role. Newly hired exempt employees shall serve a probationary period of 1 year; while non-exempt team members serve a probationary period of 6 months.

Salisbury University is a performance-based campus. That means, merit is linked to performance. Employee performance is evaluated through the Performance Management Process (PMP) and occurs every year typically beginning in May.

For more information on Probationary Periods and the PMP Process visit:

salisbury.edu/Performance

> "Alone we can do so little; together we can do so much."
>
> HELEN KELLER

FIRST DAY TECHNOLOGY

As a new employee, there are several things you will want to do to orient yourself with our technology offerings. If you ever experience problems with any university-related technology, please contact the IT HelpDesk.

Technology Support

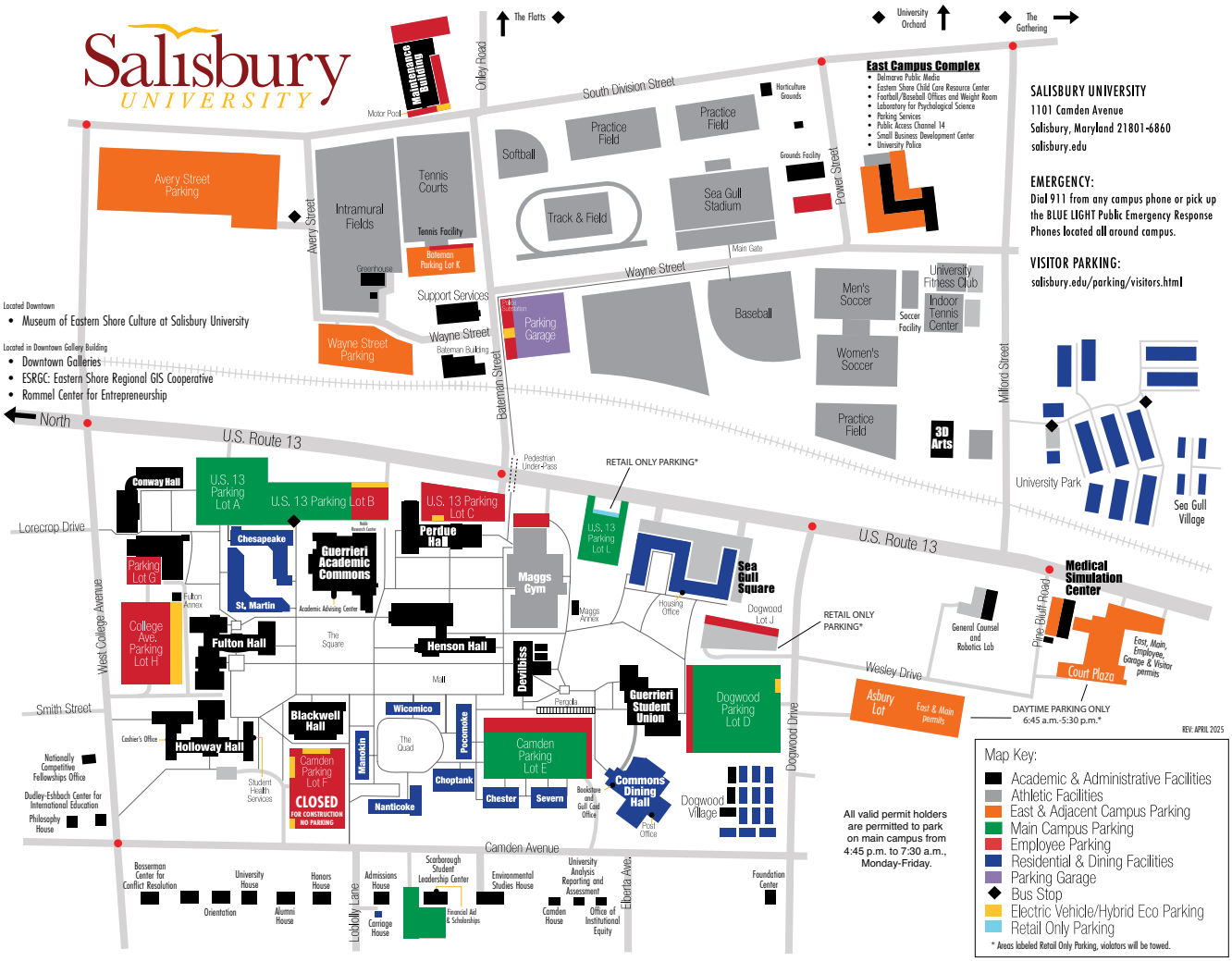
In-Person Support: Guerrieri Academic Commons, 1st Floor

Phone Support: 410-677-5454

salisbury.edu/Technology-Support-Center

For online support and to learn about the following, visit salisbury.edu/Technology-Support-Center:

- Managing Your Salisbury University Account
- Setup Duo (Multi-Factor Authentication)
- Email
  - Access your email using Outlook
  - Access your email using Microsoft 365
  - Email Security Guidance
- GullCard
- Workday - Time Entry and Absence requests
- Resetting Your Password
- Using SU WiFi
  - Wireless setup for a laptop
  - Wireless setup for iPhone/iPad
  - Wireless setup for Android
- SU Voicemail System
  - Setup your greeting and checking voicemail
- Adding a Printer to Your SU Computer
- Working with Network Drives
  - When you log into a University computer, you automatically have access to some or all network drives, depending on where you are and whether you're a faculty or staff member.



PARKING AT SALISBURY UNIVERSITY

Parking Permit Requirement

All vehicles parking on Salisbury University property (for any amount of time) must have a registered parking permit with Parking Services.

Parking Permit Link

Follow this link to purchase your parking permit: salisbury.edu/police/parking-services

Permit Purchases

Please see the appropriate section for students and employees in regard to parking permit purchases. For a Visitor Pass, please visit the Visitor & Event Campus Parking Information section for a free short-term permit.

Campus Parking Map

Access the campus parking map online to find the lots closest to your work location: salisbury.edu/campus-map

ABOUT OUR CAMPUS

Salisbury University's beautiful 200-acre campus is located between residential neighborhoods and the shops and restaurants of South Salisbury on U.S. Route 13 Business. Route 13, West College Avenue, Camden Avenue, and Dogwood Drive border main campus, where you'll find academic facilities, dining options, and residence halls. Bateman, Wayne, Milford, Power, Avery, and South Division streets provide access to Athletics Complexes on East Campus. salisbury.edu/discover-su/campus-map

HELPFUL RESOURCES

Human Resources

Human Resources is committed to supporting the training, professional development, and wellness needs of Salisbury University at all levels.

salisbury.edu/hr

Emergency Alert System (EAS)

SU's Emergency Alert System (EAS) provides emergency personnel with a means to rapidly communicate critical lifesaving information to the campus community.

salisbury.edu/emergency-alert-system

Benefits

Salisbury University offers a full range of benefits to its faculty and staff.

salisbury.edu/benefits

Salisbury University Homepage

Access general information about the university, news, events, and more.

salisbury.edu

Criminal or Suspicious Behavior

Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.

salisbury.edu/suspicious-behavior

Employee Handbook

Review key policies, procedures, and guidelines for Salisbury University employees.

salisbury.edu/Staff-Employee-Handbook

Workday

Workday is your online connection to everything from time sheets to identifying your emergency contact.

salisbury.edu/workday-login

Workday Learning

Access online training modules and resources through the Workday system.

salisbury.edu/Learn-Workday

Salisbury University Police Department

SU's Police Department is here to enhance the educational and cultural experience for all students, faculty, staff, and visitors by providing professional, competent,and compassionate law enforcement services and security.

salisbury.edu/police

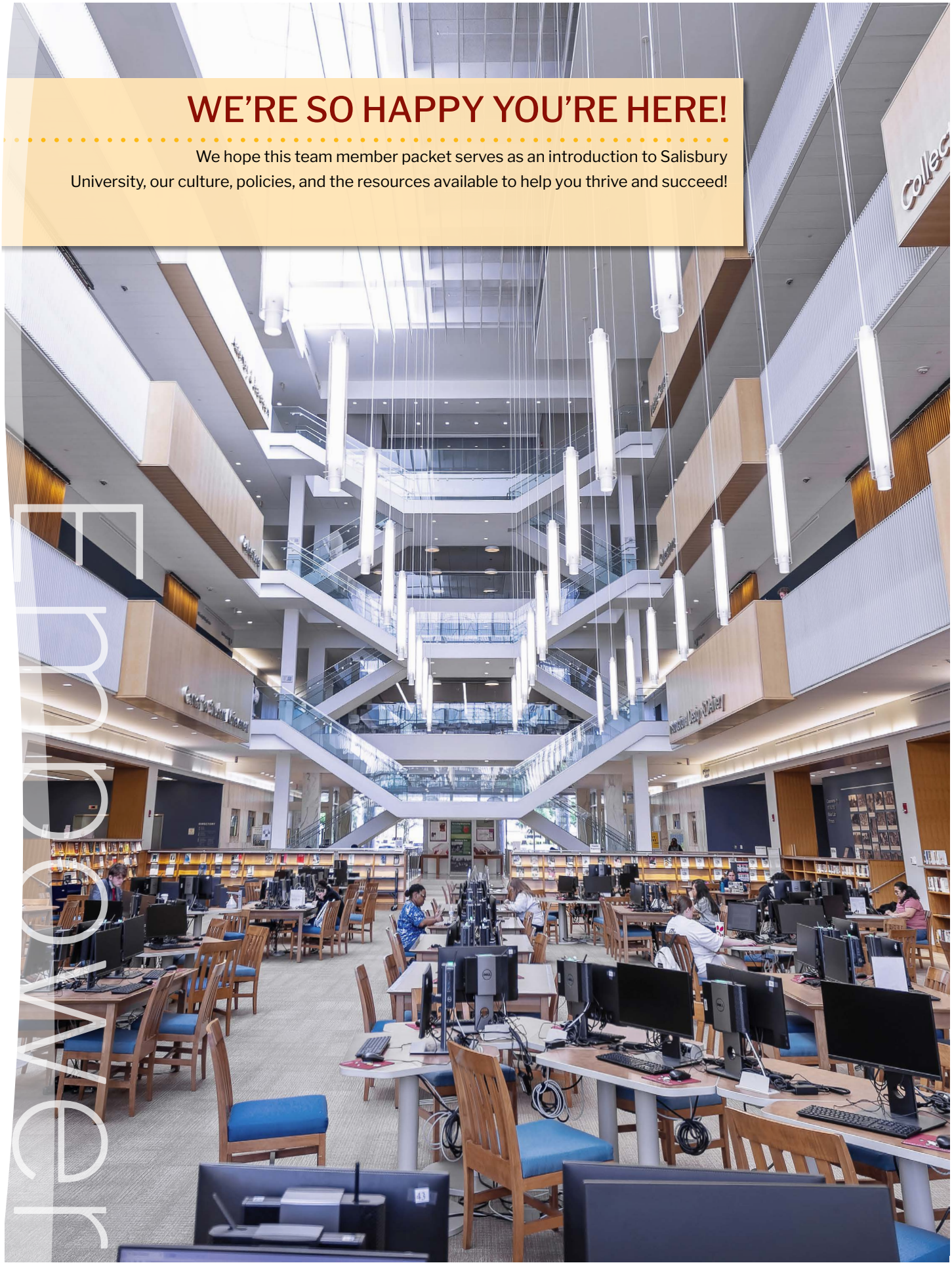
Campus Map

Explore an interactive map of the Salisbury University campus.

salisbury.edu/campus-map

WE'RE SO HAPPY YOU'RE HERE!

We hope this team member packet serves as an introduction to Salisbury University, our culture, policies, and the resources available to help you thrive and succeed!



Salisbury
UNIVERSITY

Make Tomorrow Yours

Go to salisbury.edu

University System of Maryland

Salisbury University is a proud member of the University System of Maryland.

Salisbury University is an equal educational and employment opportunity institution.