

Supervisors New Employee Checklist

General Information

- I-9 on file in HR? If not, form can be completed within department, or send employee to HR to complete. Section 1 must be completed on 1st day on job; Section 2 no later than day 3.
- Employee completed a W-4 form and Direct Deposit Authorization, sent to HR.
- Employee understands the payroll authorization, and signed it (contracted employees).
- Employee attended New Employee Orientation (contracted employees).
- A staff fiscal year calendar has been completed with contracted days vs. non-contracted days explained and designated (contracted employees). Copy to employee and copy within department.
- Keys have been provided to the employee.
- ID Badge has been issued (contact HR to ensure a LBCC X number has been issued to them first).
- E-mail ID/Banner/Internet access requests have been completed, as appropriate.
- Appropriate email usage has been explained (paid ads, Everyone group vs. Public group, etc.)
- Employees working shift/work hours and job description have been reviewed.
- Performance appraisal process and standards have been explained.
- Employee completed the Driver Status Report Form and it has been sent it to the Business Office.
- Employee has completed on-line preventing sexual harassment training.
- Employee has reviewed required Board Policies/Administrative Rules as provided during NEO.

Department Procedures - Employee understands:

- Ensure employee has taken PETA training:
https://docs.google.com/a/linnbenton.edu/forms/d/1QJHQAq1JuCQuEubDpOvapFxtKV_0w42J5FS4wEOdrQE/viewform?c=0&w=1
- who is responsible for job orientation and training
- department's dress code department's fragrance free policy (if any)
- lunch schedule and location of kitchen and food service facilities
- break schedule and location of break area(s) how to schedule wellness breaks
- how and when to complete and submit time sheets when paydays are
- procedures for requesting sick and paid leave and reporting absences
- procedures for overtime/comp time (how its accrued/used, if eligible)
- how to request to attend seminars/workshops, conferences, etc.
- schedule for department staff meetings
- telephone system, including making personal calls, long distance calls; knows long-distance code
- how to access paperless office for staff phone directory, forms, etc.
- committee assignments
- where copiers and FAX machine are located; knows copy machine access code
- mail procedures
- where supplies and forms are located; how to request supplies, business cards, etc.
- how to request work orders. FSR (facilities), PSR (printing), SOR (bookstore)
- Employee has reviewed position/department/division specific policies/administrative rules suggested by supervisor

Safety Discussions:

- Required position specific safety training, as outlined in the college's safety training matrix, has been completed.
- On-line office ergonomic training has been completed (for those working at a desk for more than 25% of their time).
- Accident reporting procedures have been discussed.
- CARE (threat assessment) team reporting (reporting threatening behavior) and crime reporting have been discussed
- Employee knows evacuation procedures, where emergency exits are located, and other emergency situation protocols (bomb threat, lockdown, shelter-in-place, haz mat spills, etc).
- Flash Alert and procedures for college closures, etc. have been explained and employee knows how to sign-up for alerts.
- Other necessary safety policies/procedures have been discussed. (see Safety Plans at Safety & Loss Prevention web site)
- Public Safety Office services (and online services request form), lost and found, and how to contact Public Safety (from campus phones, officer's cell phone, Public Safety Office phone) have been discussed
- On campus parking and car/vehicle registration have been explained._
- Just in Case Guide for students in distress has been reviewed with employee (if applicable).