

SPA Non-Exempt Employee Orientation Checklist

Employee Name:
Department:
Supervisor:
Start Date:

Week One: Department Orientation

The Department

- Introduction of co-workers
- Location of restrooms, water fountains, vending machine, employee lounge
- Where to keep purse/wallet or other valuables
- Assign keys
- Lunch and breaks
- iPods/CD players at work
- Eating/drinking at the workstation
- Conduct and appearance
- Give employee department description (to be discussed in 2nd week)
- Give employee department goals (to be discussed in 2nd week)
- Provide employee with job description and work plan (to be discussed in 2nd week)

Administrative Details

- Work schedule
- Flex time (if applicable)
- Introduction to TIM http://www.unc.edu/finance/fd/c/pr/tim/cbt/spa_non_stamp/spa_non_stamp.htm
- Log in to TIM: <https://unctim.unc.edu/wfc/logon>
- Location of departmental policies and procedures
- ONYEN/Email account set up: https://onyen.unc.edu/cgi-bin/unc_id/services
- How to use email
- Contact Tiffany Allen (twallen@email.unc.edu) with employee's email address for library listservs
- Contact Susan Wrenn (wrenn@email.unc.edu) with employee's PID number for card access to Davis
- Use of/how to use library online catalog
- Contact Desktop Support to schedule Systems orientation
- Supervisor makes welcome announcement to the aalstaff listserv (aalstaff@listserv.unc.edu). See the Publicity Toolkit on the Library Intranet for an announcement template: <http://tinyurl.com/88vurnd>

Attendance and Leave

- Whom to notify about illness or tardiness
- Requesting Annual leave
- Adverse Weather: <http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/leave-and-holidays/AW-SPA>
- Meeting and Conference Attendance
- Travel and Funding Guidelines: <http://www.lib.unc.edu/personnel/guidelines.pdf>

Safety and Security: (<http://ehs.unc.edu/>)

- Workplace Safety training (to be completed within 30 days of hire date): <http://ehs.unc.edu/training/neo.shtml>
- Safety on the job (reporting occupational safety concerns, etc.)
- Security (reporting incidents, location of automatic alarms, etc.)
- Emergency procedures (fire, location of first aid kit, etc.)
- What to do if you have an accident or injury
- What to do if a non-library employee has an accident or injury

Telephones/Copies/Supplies/Mail/Housekeeping

- Departmental policy on personal phone calls at work
- How to use telephone
- Location of copier(s)
- Policies on using the copier(s)
- Supplies: how to request/where to get
- Mail: location of mail box /where to deposit
- Housekeeping procedures/liaison

Week Two: Department Orientation

The Library

- Discuss the organization of the library
- Discuss the library units
- How to find library materials (for employees who have not already learned this during job training, show them how to use online catalog and how to locate an item once the call number has been found).

The Department

- Discuss department goals with department head and supervisor
- Discuss job duties, work plan and performance expectations (**NOTE:** A Work Plan must be completed/signed by all parties within 30 days of the new employees hire date; supervisors must conduct a performance appraisal once the employee has worked in their current position for at least 3 months–visit the OHR Web site for more information, http://hr.unc.edu/policies-procedures-guidelines/spa-employee-policies/performance-management/PM-SPA#P51_2329).
- SPA Policies: <http://hr.unc.edu/Data/SPA/hr-policy-index>
- The University has Policy Statements on Employment Discrimination, Sexual Harassment, and Racial Harassment that apply to all members of the University community. Information on those policies may be found by visiting: <http://www.unc.edu/campus/policies.html>. New employees are required to complete the training associated with these University policies. The training programs can be accessed by visiting: http://training.newmedialearning.com/top_level/uncchapelhill_choice.htm. **Employees have 30 days from their date of hire to complete the training and return a copy of the certification form to the Library Personnel Office.**

Employee's signature _____ Date _____

Supervisor's signature _____ Date _____

Return completed checklists to Human Resources Facilitator, Library Personnel Office, CB #3932