**Attendance:**

* Work Schedule/Changes
* Sick/Vacation Usage
* Lunch Periods
* Inclement Weather & Closures
* Office overtime policies
* Absence/Time Reporting

**Job Expectations:**

* Job Expectations & Goals-

Complete form and return to HR (Classified Employees)

* Training on day to day operations
* Supervisor’s Expectations
* PDP Evaluation Process

**Equipment & Property Use:**

* Ordering Supplies
* Computer Use Policy, Software, Passwords
* Telephone number & voicemail greetings
* Policy for use of facilities, property, equipment, web & email
* Use of personal cell phone for business
* Fax
* Long Distance calls/SCAN Number
* Mail

**Compensation:**

* Pay Days
* Holidays

**Employee Training:**

* Plan for job-specific training
* Sexual Harassment/Title IX, Ethics, IT Security, and FERPA Training
* Diversity Training

**Department Functions:**

* Key contacts
* Meetings & Attendance requirements
* Who to contact when supervisor is not there
* Work/Organizational flowcharts, procedures & manuals
* How the employee fits into the department operation
* How the department fits into SPSCC
* Telework procedures (if applicable)
* Policies/Procedures
* Board of Trustees
* Staff ID Card

**Facility & Co-Workers:**

* Meet Co-Workers
* Co-Workers Roles/Responsibilities
* Campus Tour – Meet HR, President, Security, etc.
* Where to park
* Standards of appearance for work area/desk

**Personal Concerns:**

* Break room facilities
* Restroom locations
* Safeguarding personal belongings

**Safety & Security:**

* Keys & Building/Office Access
* Building Hours & After-Hours Procedures
* Campus Emergency Notification Systems
* Reporting accidents and unsafe conditions

***Continued on next page…***

* First Aid
  + Obtaining treatment
  + Filing an Incident Report
  + Location and operation of emergency equipment
* Potential Hazards on the Job
  + What they are
  + How to deal with them safely
  + Required personal protective equipment/care and use of it
* What to do in an Emergency
  + Exit locations and evacuation routes
  + Location and operation of fire alarms and extinguishers
  + Specific procedures for medical, when to dial 911
* Disaster Plan
  + Purpose
  + Location and Procedure
* The Safety Program
  + Function of the safety committee
  + Safety policy, rules, and value
  + Proper use of equipment
  + Blood Borne Pathogens (Location)
* Personal Work Habits
  + Proper lifting techniques; avoiding slips and falls
  + Good housekeeping, tobacco free campus
  + Safe work procedures
* Chemical Hazard Communication Program
  + Safety Data Sheets (Location)
* Forklift Training (if applicable)
  + Submit certification paperwork to HR
* Other Specific Training

NOTE:  In the course of your work, you may be exposed, because of your job duties, or inadvertently, to personally identifiable information (PII) or Electronic Personal Health Information (ePHI) about employees or students.  It is the responsibility of every employee to honor the confidentiality of that information and report any inappropriately exposed personal information.

*I certify that I have instructed this employee on the checked items*

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Supervisor Name - Printed

*I certify that I have received orientation on the checked items.*

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Employee Name - Printed

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Supervisor Signature Date Employee Signature Date