

**OLD DOMINION UNIVERSITY  
DEPARTMENT CHECKLIST FOR SUPERVISORS  
OF NEW WAGE EMPLOYEES**

EMPLOYEE NAME \_\_\_\_\_

EMPLOYEE ID NUMBER \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

HIRE DATE \_\_\_\_\_

NEW EMPLOYEE ORIENTATION DATE: \_\_\_\_\_

**SUPERVISOR RESPONSIBILITY FOR COMPLIANCE**

On-boarding refers to the process of welcoming new employees and helping them adjust to the expectations and climate of their new job. It also accomplishes requirements that supervisors have to inform employees about key policies. Research reveals that when onboarding is done well, outcomes include higher job satisfaction, commitment to the agency, lower turnover, higher performance levels, career effectiveness and lower stress!

This checklist includes all required – and recommended - topics for supervisors of new hourly employees. Supervisors should discuss each item on the checklist with the new employee and check the space beside the topic as discussed. Employee and supervisor should provide electronic signature indicating that the topics were covered. Supervisor should retain a copy in the supervisor’s file and complete onboarding within one week of the employee’s attendance at New Employee Orientation.

For further information, contact the Department of Human Resources (757) 683 – 3042 or access the Manager’s Toolkit <http://www.odu.edu/facultystaff/employee-services/managers/managing-hourly-positions>

**WORK RESPONSIBILITIES**

\_\_\_\_\_ **Position Description** – Explain the purpose of the department to the University, the duties and responsibilities of the position, where the job fits in the department, what the objectives/ goals are of the position, and to whom to report for questions/ clarification or future projects. Show work area and locate any materials necessary to the job.

\_\_\_\_\_ **Department Organization Structure** – Explain the objectives of the department and how they relate to the overall mission of the University. Explain the department organization, giving names, titles and responsibilities, and reporting line. Use an organization chart, if possible. Discuss how the employee’s position fits into the departmental structure.

\_\_\_\_\_ **Records** – Point out any records or files used in the job. Explain which, if any, records may be confidential and how that information is to be dispersed. Explain if any records should be destroyed and the procedures for doing so.

\_\_\_\_\_ **Computer Access** – Explain computer systems used in the department. Complete necessary computer access forms register employee for Banner or Financial Management classes, if applicable. (See HR Training link for registration forms)

**WORK ENVIRONMENT**

\_\_\_\_\_ **Fellow Coworkers and Supervisors-** Introduce and explain the work relationship with the new employee.

\_\_\_\_\_ **Department/Building** – Tour areas noting normal employee entrance and exit, after hours exit, lounge, restroom, coat rack, water fountain, how to obtain supplies, location of incoming and outgoing mail. Provide any materials or equipment needed to perform the job.

- \_\_\_\_\_ **Campus-** Point out the department/building in reference to other buildings on campus. Point out any other buildings and locations the employee may need to know. A tour of the campus is encouraged.
- \_\_\_\_\_ **Parking** – Point out parking locations and Parking Services.
- \_\_\_\_\_ **Fire Extinguisher and Fire Exit-** Show their location in relation to the new employee’s work area and explain emergency evacuation procedures.
- \_\_\_\_\_ **Emergency Equipment and First –Aid Supplies-** Show their location and demonstrate use, if appropriate.
- \_\_\_\_\_ **Non-Work- Related Department Activities** - Inform the employee of office parties, sports groups, socials, and departmental reward and recognition programs.
- \_\_\_\_\_ **Mandatory State Training** - Inform the employee of the need to complete mandatory state training within 60 days of employment through the Knowledge Center. Please contact a Site Administrator at [odukc@odu.edu](mailto:odukc@odu.edu) for login information/assistance.
- \_\_\_\_\_ **HACE** – Remind employee of the university- supported Hourly and Classified Employee Association. Encourage employee to visit the HACE website for additional information at: <http://orgs.odu.edu/hace/>

#### WORK SCHEDULE

- \_\_\_\_\_ **Work Hours** –Track the number of hours worked in the period, May 1 – April 30. According to policy, wage employees are restricted to working no more than 29 hours per week on average (no more than 1500 hours total) in the May -1 – April 30 timeframe. Specify days of work, start and end times. Explain any exceptions. Upon reaching the 1,500-hour limit, the supervisor must initiate a letter to the wage employee that indicates no further work may be performed until May 1st. A copy of this letter must be sent to the Department of Human Resources.
- \_\_\_\_\_ **Meal Break** – Explain length of meal break and scheduled time. Share information about dining/food services on campus. Cover departmental policy regarding “eating at desk” and that non-exempt employee must take a meal break during which no work is performed.
- \_\_\_\_\_ **Breaks** – If applicable, explain schedule and expectations.
- \_\_\_\_\_ **Overtime** – Explain the expectations for working overtime and how the employee is compensated. All overtime must be approved in advance.
- \_\_\_\_\_ **Changes to Schedule** – Discuss who can approve any changes to the work schedule.

#### WORK POLICIES

- \_\_\_\_\_ **Request Days Off** - Explain how to request time off (verbally or in writing) and if applicable, when non-emergency leave is not permitted (i.e., peak times).
- \_\_\_\_\_ **Calling in Sick** – Explain who to contact, the phone number and when to call.
- \_\_\_\_\_ **Authorized Closing** - Explain university and office policies and the department communication plan. Inform the employee if he/she is designated essential personnel and explain the procedures required. The only sources of official closing/opening announcements are: The University web page [www.odu.edu](http://www.odu.edu), campus operator, 683-3000, major radio stations, and television networks ABC, CBS, NBC & PBS.
- \_\_\_\_\_ **Web Time Entry Quick Reference** – Obtain the web time entry quick reference sheet from the Office of Finance web page and give to new employee (s) to use as a resource.

- \_\_\_\_\_ **Reporting of Time and Attendance** – Explain that all hours worked are reported via the web. Please have your employee (s) complete the Web Time Entry tutorial at:  
[http://www.odu.edu/af/finance/facultystaff/disbursements\\_processing/payroll/WTE\\_training.shtml](http://www.odu.edu/af/finance/facultystaff/disbursements_processing/payroll/WTE_training.shtml)
- \_\_\_\_\_ **Pay** – Pay dates are the 1<sup>st</sup> and 16<sup>th</sup> of the month and direct deposit is required.
- \_\_\_\_\_ **Training Opportunities** – Explain any required or developmental training programs, seminars, or conferences. Explain both on and offsite opportunities available to the employee.
- \_\_\_\_\_ **University Holidays** – Review the holiday schedule for the year. Wage employees **will not** be compensated for holidays unless they work on an official university holiday.
- \_\_\_\_\_ **Hazard Communication** – Explain any necessary safety procedures or safety equipment.
- \_\_\_\_\_ **Work Related Accidents/Injuries** – Employees must notify their supervisor if they experience an accident or injury at work or while performing a work-related function. Notification should occur as soon as possible after the incident and in the absence of the immediate supervisor to the next supervisor up in the reporting line. The supervisor and the employee should then contact/notify the Department of Human Resources.
- \_\_\_\_\_ **Smoking-** Smoking is not allowed in any university facility. Smoking is only permitted 20 feet away from any university building entrance. Show employee the designated smoking area for your building.
- \_\_\_\_\_ **Telephone-** Explain how the telephone should be answered, which phones may be used for local personal calls and any restrictions on the use of cell phones during work. Personal long-distance phone calls are prohibited.
- \_\_\_\_\_ **Service Expectations** – Review University Code of Ethics, Service Standards and departmental expectations regarding customer service and teamwork.
- \_\_\_\_\_ **COOP/Emergency Operations Plan** – Review your department’s COOP/Emergency Operations Plan and the employee’s responsibilities as they relate to the plan.

**COMMENTS:** (Use the space below to indicate other items of particular importance discussed with the employee.)