## **OLD DOMINION UNIVERSITY** DEPARTMENT CHECKLIST FOR SUPERVISORS OF NEW ADMINISTRATIVE & PROFESSIONAL FACULTY

EMPLOYEE NAME	Employee ID Number
NAME OF SUPERVISOR	DEPARTMENT:
HIRE DATE	New Employee Orientation Date:
SUPERVISOR RESPONSIBILITY FOR	COMPLIANCE
expectations and climate of their n have to inform employees about k	of welcoming new employees and helping them adjust to the new job. It also accomplishes requirements that supervisor ey policies. Research reveals that when onboarding is donatisfaction, commitment to the agency, lower turnover, higherness and lower stress!
and professional faculty. Supervisemployee and check the space best provide electronic signature indicate	— and recommended - topics for supervisors of administrative for should discuss each item on the checklist with the new ide the topic as discussed. Employee and supervisor shoulding that the topics were covered. Supervisor should retain a complete onboarding within one week of the employee's tation.
WORK RESPONSIBILITY TOPICS	
copy and discuss the position	Performance Expectations - Meet with employee, provide in description. Explain when and how the employee will be tives/goals of the position, professional development and evaluation period.
how they relate to the overal organization, names, titles, r	Structure – Explain the objectives of the department and Il mission of the University. Explain the department responsibilities, and reporting line. Use an organization chart remployee's position fits into the departmental structure.
<del></del>	ords or files used in the job. Explain which, if any, records v that information is to be dispersed. Explain if any records procedures for doing so.
necessary computer access f	n computer systems used in the department. Complete Forms register employee for Banner or Financial Management IR Training link for registration forms)

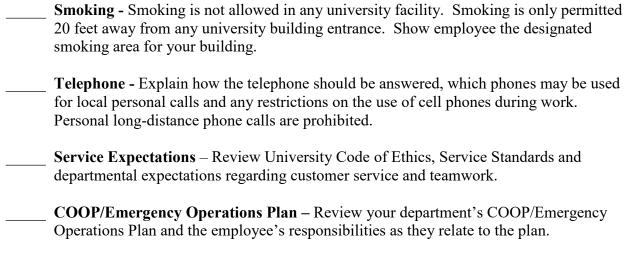
May 2019 1

## WORK ENVIRONMENT 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. Employees should contact a Site Administrator at odukc@odu.edu for login information/assistance. WORK SCHEDULE Work Hours - Full-time AP faculty are required to work a minimum of 40 hours per week. The standard university work week begins at 12:01 a.m. on Sunday and ends at midnight on the following Saturday. Normal university business hours are 8 a.m. to 5 p.m., Monday through Friday. Employees working in certain activities (i.e. library, public safety, athletics) may work nonstandard shifts or work weeks. Exceptions to the standard work week may be requested to and approved by the Department of Human Resources. Meal Break – All full-time employees are normally entitled to a one-hour daily meal break. The meal period is not included in the count of hours worked – it is unpaid. Employees who work at least six consecutive hours must be afforded a lunch period (meal break) of at least 30 minutes.

May 2019 2

	Changes to Schedule – Discuss who can approve any changes to the work schedule.
	Alternative Work Schedule (not normal work hours of 8:00 am – 5:00 pm) – Please indicate Y (yes) or N (no) if employee is working an alternative work schedule.
Wor	K 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 <a href="www.odu.edu">www.odu.edu</a> , campus operator, 683-3000, major radio stations, and television networks ABC, CBS, NBC & PBS.
	<b>Web Time Entry Quick Reference</b> – 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.
	Leave Reporting – Explain that all leave taken is reported in Leonline. Complete Web Time Entry tutorial at: <a href="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</a>
	Pay – Pay dates are the 1 <sup>st</sup> and 16 <sup>th</sup> of the month and direct deposit is required.
	<b>Training Opportunities</b> – 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 and if applicable, explain staffing on those days and compensatory leave.
	Hazard Communication – Explain 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.

May 2019 3



**COMMENTS:** (Indicate other items of particular importance discussed with the employee.)

May 2019 4