

WSU LIBRARIES NEW TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE NAME: _____ LIBRARY UNIT: _____

Appointment:

_____ 19, W4, Direct Deposit completed in the Library Administrative Office (LAO). Affordable Care Act info provided.

Forms Supervisors are to Provide to Employees:

_____ **New Employee Orientation Checklist:** This form, completed and signed.

_____ **Conditions for Temporary Employment Form:** Prepared in LAO, will be sent to managers to provide to employees within a few days of appointment start date. (Send signed copy to LAO; dept. retains a file copy.)

*Temporary appointments do not provide paid vacation leave. Effective 1/1/2018, Paid Sick Leave is provided as detailed on this form. Labor and Industries benefits apply to all employees.

_____ **Call Out Procedure Form:** Provide and explain your unit's Call Out procedure.

_____ **Safety Training & Orientation Checklist:** libraries.wsu.edu/sites/default/files/Safety_Orientation.pdf
Complete and provide signed original to employee; maintain copy in departmental employee files.

Other Discussion Items:

_____ **Work Schedule:** Include expectations for hours, weekends, nights, holidays, finals, etc.

Discuss hour limits: libraries.wsu.edu/sites/default/files/Hour_Limits.pdf

_____ **Work Area:** Orient employee including location, use of equipment, storage of personal items, other staff, etc.

_____ **Job Description/Duties:** Include duties, performance expectations, and evaluation procedures.

_____ **Cougar Manager:** Demonstrate use for time keeping, maintaining accurate contact information, clocking in and out, requesting edits, entering paid sick leave requests, and signing at the end of each pay period.

_____ **Grounds for Dismissal:** Temporary employment is "at will" meaning the employer may dismiss the employee without cause and with minimum notice. Some examples include but are not limited to the following: theft, destruction of property, inappropriate computer use (see policy below), unauthorized sharing of confidential information, mistreatment of library patrons or fellow workers, insubordination, incompetence, willful violation of published rules and regulations, or excessive unauthorized absences or tardiness.

_____ **Employee Concerns:** Employees should report on-the-job concerns, work-related problems, issues, or questions to their Supervisor. Resources available to assist employees in resolving on-the-job problems include the Supervisor, Unit Manager, Associate Dean, or the Dean of Libraries. Additional WSU resources may include Human Resource Services or the Office for Equal Opportunity.

Important WSU Policies:

1. Computing & Network Use Policy: public.wsu.edu/~forms/HTML/EPM/EP4_Electronic_Communication_Policy.htm
Summary: As an employee of the WSU Libraries, your use of library computers must be in compliance with WSU policies and the Washington Administrative Code. **Inappropriate use by a temporary employee may constitute grounds for disciplinary action up to and including immediate dismissal.**

Examples of inappropriate computer use include but are not limited to:

- installing or removing software without permission of the unit supervisor
- using electronic equipment assigned to another without permission
- deliberate computer tampering
- downloading video/music files or using streamed video/music content
- conducting personal business
- engaging in non-work-related chat sessions or other non-work-related computing activities
- viewing pornography, or
- playing games

2. Alcohol and Drug Policy: public.wsu.edu/~forms/HTML/EPM/EP20_Alcohol_and_Drug_Policy.htm

3. Prohibiting Discrimination & Sexual Prevention Policy: Make aware of policy and provide copy if requested.

public.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_Sexual_Harassment_and_Sexual_Misconduct.htm

Employee signature and date

Supervisor signature and date

Form distribution: Signed original to employee; copy to departmental file (to be retained for one year beyond termination)

Note: LAO does not need a copy of this form.