

WSU LIBRARIES TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE NAME: _____ LIBRARY UNIT: _____

Workday Onboarding:

_____ I9, W4, Payment Elections (aka Direct Deposit), Affordable Care Act, and Conditions for Employment are completed in Workday. Foreign students will have additional forms within Workday.

Forms Supervisors are to Provide to Employees (originals or copies):

_____ **Temporary Employee Orientation Checklist:** Completed, signed. Maintain a copy in departmental file.

_____ **Call Out Procedure:** Explain and provide a copy of your unit's Call Out procedures.

_____ **Lunch Waiver form:** Completed, signed. Send a copy to LAO for file.

_____ **Safety Training & Orientation Checklist:** Completed, signed. Maintain a copy in departmental file.

<https://policies.wsu.edu/prf/documents/2017/10/2-16-safety-orientation-checklist.pdf>

Other Onboarding Discussion Items:

_____ **Recording Time:** Demonstrate use of Workday for checking in and out, requesting corrections or use of paid sick leave, submitting time at the end of each pay period, and maintaining current contact information.

_____ **Work Schedule:** Include expectations for daily and weekly hours. Include weekends, nights, holidays, finals, break requirements, hour limits, etc.

_____ **Work Area:** Work location, use of equipment, storage of personal items, and introduction to other staff.

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

_____ **Grounds for Dismissal:** Temporary employment is "at will" meaning the employer may dismiss the employee without cause and with minimum notice. Examples of reasons for dismissal 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, excessive unauthorized absences or tardiness, willful violation of published rules and regulations, or intentional misuse of time-keeping system (Workday), for example, recording time worked while not working, such as prior to arrival at the workplace or following the end of the work shift.

_____ **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 Dean of Libraries. Additional WSU resources may include Human Resource Services or the office of Compliance and Civil Rights.

WSU Executive Policies (EP):

- **EP4: Computing & Network Use Policy:**

<https://policies.wsu.edu/prf/documents/2017/06/ep4-electronic-communication-policy.pdf/>

Brief 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 Manager
- using electronic equipment assigned to another without permission
- deliberate computer tampering
- downloading video/music files or using streamed video/music content
- conducting personal business or engaging in non-work-related computing activities
- viewing pornography or playing games

- **EP15: Prohibiting Discrimination and Sexual Harassment Prevention Policy:**

<https://policies.wsu.edu/prf/documents/2017/06/ep15-policy-prohibitng-discrimination-sexual-harassment-sexual-misconduct.pdf/>

- **EP20: Alcohol and Drug Policy:**

<https://policies.wsu.edu/prf/documents/2017/06/ep20-alcohol-drug-policy.pdf/>

Employee signature and date

Supervisor signature and date