WSU LIBRARIES TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE NAME:_____ **LIBRARY UNIT:**_____

Workday Onboarding:

_____ ***Onboarding:*** Employees and their managers will find required onboarding tasks to complete in their Workday inbox.

_____ ***Recording Time Worked in Workday:*** Demonstrate *CHECK IN* and *CHECK OUT*, how to make corrections, how to request paid sick leave, how to submit each pay period, and how to maintain their contact information.

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

_____ ***Temporary Employee Orientation Checklist:*** Original completed, signed form to employee; retain copy in unit file.

_____***Student Employee Paid Sick Leave Information:*** Explain and provide a copy; no file copy needed.

_____ ***Call Out Procedure***: Explain and provide a copy of your unit's Call Out procedures; no file copy needed.

_____ ***Safety Orientation Checklist:*** Required for each location of work. Complete, sign, retain copy in unit file.
https://policies.wsu.edu/prf/documents/2017/10/2-16-safety-orientation-checklist.pdf

Other Onboarding Discussion Items:

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

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

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

_____ ***Required Training:*** Within the first week (or two), employees receive a link to the campus training system: Percipio. Required training is to be completed within 6 months of hire date; refresher classes are required annually.

_____ ***Grounds for Dismissal:*** Temporary employment is "at will" meaning the employer may dismiss the employee without cause and with minimal 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.

_____ ***Employee Concerns***: Employees should report on-the-job concerns, work-related problems, issues, or questions to their direct supervisor. Resources available to assist employees in resolving on-the-job problems include the supervisor, the unit manager, the Associate Dean, or the Dean. Additional campus resources include Human Resource Services and the Office of Compliance and Civil Rights.

WSU Executive Policies (EP):

- ***EP4: Electronic Communication Policy:***
  http://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep04/
  Note: 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 person 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: Policy Prohibiting Discrimination and Harassment***:
  https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep15/
- ***EP20: Alcohol and Drug Policy:***
  http://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep20/
- ***EP45: University Ethics Policy:***
  https://policies.wsu.edu/prf/index/manuals/executive-policy-manual/ep45/

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     Employee signature and date   ***Supervisor signature and date***