**COLLEGE OF ARCHITECTURE & URBAN STUDIES**

**SUPERVISOR ON-BOARDING CHECKLIST FOR SALARIED EMPLOYEES – FACULTY & STAFF**

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space Assignment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUILDING SECURITY**

Complete building access form for key distribution and explain Hokie Passport access and key access procedures

Explain badge protocol (lost/shared Hokie Passport badges)

Explain university and department policies emergencies and Continuity of Operations Plan (COOP)

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Employee Completed By (Print Name) Signature Date

Initials Supervisor Supervisor

**FIRST DAY INFORMATION**

*International arrivals only*:Inform ISS of arrival of person on visa

Complete essential paperwork: I-9, tax forms, direct deposit, etc.

Review university policies

* Acceptable Use of Administration of Computer and Communication Systems, Policy 7000
* Additional/Outside Employment (staff only) 4070
* Americans with Disabilities Act, policy 4075 (resources available in Department of HR)
* Campus & Workplace Violence Prevention, Policy 5616
* Conflict of Interest (COI) disclosure and certification process, Policy 13010
* Fraud, Abuse and Waste, policy 1040
* Harassment Prevention and Conflict Handling, policy 1025 (to be presented quarterly as part of On-boarding)
* Health & Safety Policy 1005
* Intellectual Property Policy (IP), 13000
* Principles of Community
* Sales, Solicitation, and Advertising on Campus, Policy 5215
* Smoking/Tobacco Policy 1010
* Statement and Acknowledgement of Business Conduct Standards
* University Policy 4815 (Minors)
* Use of Electronic Communications and Social Media, Policy 1.75
* VT Alcohol & Drug Policy Summary

Review employment information

Explain work schedule as listed in the offer letter, university’s work week, lunch and break periods, org chart

* Explain overtime procedures: eligibility & approval of working overtime (exempt vs. non-exempt status)
* Explain state holidays and authorized closings (provide holiday schedule handout); inform employee if position is considered emergency personnel
* Briefly explain when and how to report leave earnings and usage

Review Performance Management information

* Explain performance management procedures
* Probationary period – refer to university policy; get a 6 month and 12 month review after which will enter into regular review cycle
* Review position description as needed

Review administrative information

* Explain non-work related department activities
* Explain university and department policies for non-profit/for profit solicitation
* Review parking areas and regulations; bicycle policy/accommodations and use of bicycle rack
* Hokie Passport (to include building access)
* Discuss visitor policy of signing in and escorting visitors in building
* Explain any restrictions on noise levels including cell phone usage during work hours and radio volume
* Review appropriate work attire for general business and lab (business casual)
* Review Emergency Action Plan
* Explain how, when, and to whom to report accidents in labs, workshops and general office areas

**FIRST WEEK INFORMATION**

Building tour to include work area and other pertinent areas (exits, restrooms, break areas, mailbox, etc.)

Introduce the new employee to co-workers, supervisor(s), etc.

Emergency equipment (fire extinguisher, fire exit locations, first-aid supplies)

Explain location of office supplies and procedure for obtaining additional supplies

Explain proper use of equipment (fax machine, copier, telephone, and voicemail)

Reminder about talking/noise levels

Explain the university’s and department’s telephone procedures: personal calls

Explain incoming and outgoing mail process. Provide express mail instructions. Explain the no personal mail policy.

Designee for travel arrangement and summarize travel approval procedures

Food and beverages in the workplace (allowable and unallowable places)

Review work hours, including lunch and break periods

Review position description

Review appropriate work attire (uniform, casual days, etc.), especially for laboratory environments

Explain who to contact, their phone number, when to call, and if a doctor’s note is needed when calling in sick

Review leave request procedures and proper notification

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Employee Completed By (Print Name) Signature Date

Initials Supervisor Supervisor