

**OLD DOMINION UNIVERSITY
DEPARTMENT CHECKLIST FOR SUPERVISORS
OF NEW WAGE EMPLOYEES**

EMPLOYEE NAME _____

EMPLOYEE ID NUMBER _____

NAME OF SUPERVISOR _____

DEPARTMENT: _____

HIRE DATE _____

SUPERVISOR RESPONSIBILITY FOR COMPLIANCE

This checklist is designed as a guide for complying with the policies and procedures for supervising new wage employees. The form is not meant to limit the supervisor in the training of the new employee, but rather to act as an outline of pertinent information.

1. The checklist should be completed within the first few days of employment. It is used for original appointment and re-employment.
2. Supervisors should discuss all items on the checklist. The spaces provided beside each item should be checked as discussed. After all items are checked, the supervisor and the new employee must sign the checklist in the appropriate spaces.
3. A completed checklist should be returned to the Department of Human Resources within one week of employment. Supervisors should also retain a copy in the employee's department file.

For further information, contact the Department of Human Resources (757) 683 – 3042 or access the Manager's Toolkit <http://www.odu.edu/ao/humanresources/managertool/index.shtml>

WORK SCHEDULE

_____ **Work Hours** – Track the 1500 hours of work in a 12-month period (365 days from hire date to anniversary date). Specify days of work, start and end of work schedule or shift. Explain any exceptions. Upon reaching the 1,500 hour limit, the supervisor must initiate a letter to the wage employee that indicates no further work may be performed until the 365-day period is completed. A copy of this letter must be sent to the Department of Human Resources.

_____ **Lunch/Dinner Period** – Explain length of meal period, scheduled time and provide suggestions of what others in the area do for lunch. Share information about dining/food services on campus. Cover departmental policy regarding "eating at desk" and that non-exempt employee must take an unpaid lunch break during which no work is performed.

_____ **Breaks** – If applicable, explain length and frequency.

_____ **Overtime** – Explain the probability of working overtime and how the employee is compensated. Explain that all overtime must be approved in advance.

_____ **Changes to Schedule** – Discuss who can approve any changes to the work schedule.

WORK RESPONSIBILITIES

_____ **Position Description** – Explain the purpose of the department to the University, the duties and responsibilities of the position, where the job fits in the department, what the objectives/ goals are of the position, and to whom to report for questions/ clarification or future projects. Show work area and locate any materials necessary to the job.

_____ **Department Organization Structure** – Explain the objectives of the department and how they relate to the overall mission of the University. Explain the department organization, giving names, titles and responsibilities, and reporting line. Use an organization chart, if possible. Discuss how the employee's position fits into the departmental structure.

_____ **Records** – Point out any records or files used in the job. Explain which, if any, records may be confidential and how that information is to be dispersed. Explain if any records should be destroyed and the procedures for doing so.

_____ **Computer Access** – Explain computer systems used in the department. Complete necessary computer access forms, register employee for Banner or Financial Management classes, if applicable. (See HR Training link for registration forms)

WORK POLICIES

_____ **Request Days Off** - Explain from whom and how time off is requested (verbally or in writing) and if applicable, when time off may not be requested, (i.e., while school is in session, end of fiscal year). There is no paid time off (leave) for wage employees.

_____ **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. The only sources of official closing/opening announcements are: The University web page www.odu.edu, campus operator, 683-3000, major radio stations, and television networks ABC, CBS, NBC & PBS.

_____ **Web Time Entry Quick Reference** – 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.

_____ **Reporting of Time and Attendance** – Explain that all hours worked are reported via the web. Please have your employee (s) complete the Web Time Entry tutorial http://www.odu.edu/af/finance/facultystaff/disbursements_processing/payroll/WTE_training.shtml

_____ **Pay** – Explain when and how the employee will receive his/her pay. Employees **must** have their pay electronically transferred to their bank account through payroll direct deposit.

_____ **Training Opportunities** – Explain any required training programs, seminars, or conferences. Explain both on and offsite opportunities available to the employee.

_____ **University Holidays** – Review the holiday schedule for the year. Wage employees **will not** be compensated for holidays unless they work on an official university holiday.

_____ **Hazard Communication** – Explain any necessary safety procedures or safety equipment.

_____ **Work Related Accidents/Injuries** – Explain to the employee the requirement to notify their supervisor if the employee experiences an accident or injury at work or while performing a work related function. Explain that this notification should be accomplished 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.

_____ **Smoking**- Explain the Smoking Policy. Smoking is not allowed in any university facility. Smoking is only permitted 20 feet away from any university building entrance. Show employee designated outside smoking area for your building.

_____ **Telephone**- Explain how the telephone should be answered, which telephones and telephone lines may be used for local personal calls and any restrictions on the usage of the phone. Explain how phone bills are reviewed / verified.

_____ **Civil Expectations** – Review University Code of Ethics, Monarch Creed and any departmental expectations regarding customer service and teamwork.

_____ **COOP/Emergency Operations Plan** – Review your department’s COOP/Emergency Operations Plan and the employee’s responsibilities as they relate to the plan.

WORK ENVIRONMENT

_____ **Fellow 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. Provide keys as required.

- _____ **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.

- _____ **Terrorism and Security Awareness Orientation -** Inform the employee of the need to complete the Terrorism and Security Awareness Orientation, either on-line, via DVD or VHS. Please see your Area Coordinator for assistance or contact Sgt. Brian Aultman, University Police ext 4003.

- _____ **HACE** – Remind employee of the university- supported Hourly and Classified Employee Association. Encourage employee to visit the HACE website for additional information. <http://orgs.odu.edu/hace/>

COMMENTS: (Use the space below to indicate other items of particular importance discussed with the employee.)

I have explained all of the above items to this employee.

SUPERVISOR SIGNATURE

TITLE

DATE

All of the above items have been explained to me: I have had an opportunity to ask question for clarification.

EMPLOYEE SIGNATURE

DATE