

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

EMPLOYEE NAME _____ EMPLOYEE ID NUMBER _____
NAME OF SUPERVISOR _____ DEPARTMENT: _____
HIRE DATE _____ NEW EMPLOYEE ORIENTATION DATE: _____

SUPERVISOR RESPONSIBILITY FOR COMPLIANCE

This checklist is designed as a guide for complying with the policies and procedures for supervising new classified 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 appointments, re-employment or transfers from other state agencies.
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 the employee's participation in the New Employee Orientation. 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/classmgr.shtml>

WORK RESPONSIBILITIES

- _____ **Position Description** – Certify the employee's position description through the on-line PAPERS process. Explain when and how the employee will be evaluated. Clarify name/role of the supervisor of record and the reviewer. Discuss expectations for the current evaluation period. Explain the purpose of the department to the University, 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 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/>

WORK SCHEDULE

- _____ **Work Hours** - Specify days of work, start and end of work schedule or shift. Explain any exceptions.
- _____ **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 employees must take a lunch break during which no work is performed.
- _____ **Breaks** – If applicable, explain length and frequency.
- _____ **Overtime** – For non-exempt employees, 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.
- _____ **Alternate Work Schedule** (not normal work hours of 8:00 am – 5:00 pm) – **Please indicate Y (yes) or N (no) if employee is working an alternate work schedule.**

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).
- _____ **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. Inform the employee if he/she is designated essential personnel and explain the procedures required. 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.
- _____ **Leave Reporting** – Explain that all leave taken is 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.

