

WSU LIBRARIES NEW TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

EMPLOYEE NAME: _____ LIBRARY UNIT: _____

Appointment:

- _____ Employees will receive a copy of their approved appointment form with the pay-rate after it has been processed.
- _____ Temporary appointments in the WSU Libraries do not provide paid sick leave, vacation leave, or other benefits, however, Labor and Industries benefits apply to all employees.
- _____ Review job description, duties, performance expectations, and evaluation procedures.
- _____ Orient employee to the work area including location and use of equipment.

Schedule and Time Keeping:

- _____ Communicate the work schedule to the employee.
- _____ Explain procedures to follow if employee cannot report to work. Discuss policy for requesting time off, substitutions, and expectations for working through finals week, holidays, breaks, etc.
- _____ Explain use of *Cougar Manager* and procedures for maintaining accurate contact information, clocking in and out, requesting edits, and signing time cards at the end of each pay period.

Forms and Policies:

- _____ Complete and discuss the **Safety Training & Orientation Checklist**. (Provide signed copy and maintain in your departmental personnel files. LAO does not need a copy of this form.)
- _____ Complete and discuss the **Conditions for Temporary Employment** form - **NOTE: This form is REQUIRED for nonstudent temporary appointments.** Instruct the employee to read, complete, and sign in the middle section of the form. Supervisors send completed, signed form to LAO for "employing official" signature. (Two signed copies will be returned to supervisors for the employee and the departmental personnel file.)
- _____ All non-U.S. citizen employees must be provided and sign a **Foreign Worker Disclosure** form. The employee will be provided the original, signed form and a copy is maintained in the departmental personnel file.
- _____ Explain WSU's **Electronic Publishing & Appropriate Use of Computing Resources Policy**; provide a copy if requested. (<http://www.wsu.edu/ElectronicPolicy.html>)
 - **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 supervisor
 - using electronic equipment assigned to another without permission
 - deliberate computer tampering
 - downloading video/music files or using streamed video/music content
 - conducting personal business
 - engaging in non-work-related chat sessions or other non-work-related computing activities
 - viewing pornography
 - playing games
- _____ Explain WSU's **Alcohol and Drug Policy**; provide a copy if requested. (<http://www.wsu.edu/~forms/PDF/EPM/EP20.pdf>)
- _____ Explain WSU's **Policy Prohibiting Discrimination and Sexual Harassment**; provide a copy if requested. (<http://www.wsu.edu/forms2/ALTPDF/EPM/EP15.pdf>)
- _____ Grounds for Dismissal: Temporary employment is at will which means the employer may dismiss the employee without cause and with minimum notice. Some examples include but are not limited to the following: theft, destruction of property, inappropriate computer use (see above), unauthorized sharing of confidential information, mistreatment of library patrons or fellow workers, insubordination, incompetence, willful violation of published rules and regulations, or excessive unauthorized absences or tardiness.
- _____ Employee Concerns: Employees should report on-the-job concerns, work-related problems, issues, or questions to their Supervisor. WSU has resources available to assist employees in resolving on-the-job problems including the Supervisor, Unit Manager, Associate Dean, or the Dean of Libraries. Additional resources may include Human Resource Services, the University Ombudsman, or the Office of Equal Employment Opportunity.

Employee's signature and date

Supervisor's signature and date

Distribution: Original – to employee
Copy – retain in departmental employee file
(no copies needed for LAO or HRS)

bb:TE NEO. Rev. 08/2011