

DEPARTMENT CHECKLIST FOR NEW HOURLY WAGE EMPLOYEES

Orientation Conducted at the Department Level by the Employee's Supervisor or Orientation Coordinator

EMPLOYEE NAME _____ EMPLOYEE ID NUMBER _____
ROLE TITLE _____ UNIVERSITY PHONE NUMBER _____
POSITION NUMBER _____ NAME OF SUPERVISOR _____
DEPARTMENT _____ EFFECTIVE DATE OF HIRE _____
HOME ADDRESS _____ HOME PHONE NUMBER _____

PROCEDURES FOR COMPLETION

This checklist is designed as a guide for the orientation of new on and off-campus hourly 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 to be discussed within the first few days of employment. The completed checklist will be retained at the department.

1. The checklist should be completed on all new wage employees.
2. The checklist should be completed on the first day of employment. All items should be discussed with the new wage employee either by the employee's supervisor or the department's orientation coordinator. The spaces provided beside each item should be checked as discussed.

After all items have been checked, the checklist should be signed by the supervisor or orientation coordinator and the new wage employee; the completed form should be maintained at the department. Copies of this completed checklist may be made for the employee, supervisor, or for the department files. For further information, contact the Human Resources Service Center at (540) 231-9331.

WORK ENVIRONMENT

- _____ **Fellow Workers and Supervisors** - Introduce and explain the work relationship with the new employee
- _____ **Department/Building** - Tour areas noting normal employee entrance and exit, after hours entrance and exit, lounge, rest rooms, coat rack, water fountain, how to obtain supplies, location of incoming and outgoing mail. Provide keys as required.
- _____ **Campus** - Using a map 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.
- _____ **Parking** - Point out parking location(s) and Parking Services. Inform the employee of parking regulations
- _____ **Parking Permit** - Take offer letter or letter of request for a permit from the department to Parking Services on Southgate Drive.
- _____ **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.

WORK SCHEDULE

- _____ **1500 Hour Limitation** - Hourly wage employees are limited to 1500 hours of work from May 1 – April 30. This is monitored closely by the Department of Human Resources and should be regulated by the supervisor as well. If the employee should happen to work beyond the 1500 hour requirement, he or she will not be allowed to work again until after the anniversary of their original hire date. The 1500 hours include all and any hourly wage employment including student wage hours on the Virginia Tech payroll. The employee must inform the supervisor if employed elsewhere at Virginia Tech so that the 1500 hour limit may be monitored strictly.

_____ **Overtime** - Ask the employee if he/she works on an hourly wage basis for any other Virginia Tech department. If, "Yes", how many hours? Explain the prospect of paying overtime for more than 40 hours worked in a workweek which can occur if the hours from one or more jobs are combined. It must clearly be determined which department will be responsible for the overtime hours. Explain the probability of working overtime in This department and how the employee will be compensated. Overtime must be approved in advance.

_____ **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 what most of the other employees do for lunch, i.e., go out, suggest places, or bring lunch.

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

WORK POLICIES

_____ **Requesting Days Off** - Explain from whom and how time off is requested (verbally or in writing); when time off may not be requested, (i.e., while school is in session, end of fiscal year, length of leave period).

_____ **Calling in Sick** - Explain who to contact, the phone number, when to call, and if a doctor's excuse is needed.

_____ **Authorized Closing** - Explain university and office policies and the department communication plan. Inform the employee if he/she is considered to be *emergency personnel* and explain the procedures required. The only sources of official closing/opening announcements are: Weather Hotline Phone Number: 231-6668 - University Operator: 231-6000 and WVTF Radio Station in Roanoke, located at 89.1 or 91.9 on the radio dial.

_____ **Time Sheets** - Explain how to complete to submit time sheets, when and to whom.

_____ **Disciplinary Actions** - Explain department policy. Hourly wage employees serve at will; therefore there is no guarantee of employment for a specific term. Wage employees can be removed from employment at any time.

_____ **Pay** - Explain when and how the employee will receive his/her pay. As a condition of employment, all employees are required to have their pay electronically transferred into their bank account. Explain that they can use the electronic enrollment on MyVT or print the paper enrollment form from the Bursar's website.

_____ **Training Programs** - Explain training programs which may be required of the employee.

_____ **Hazard Communication** - Explain any necessary safety procedures or safety equipment, i.e., safety shoes, goggles, gloves, etc. Complete necessary documentation. Discuss Health and Safety Policy 1005 as it relates to the requirements of the employee's job duties.

_____ **Safety/Radiation Training** - Identify any special training requirements which must be met by employees, i.e., radiation safety training for use of radioactive materials or x-ray producing equipment.

_____ **Safety-Legal Restrictions** - Identify any legal restrictions involving employee or public safety compliance

_____ **Accidents** - Explain how, when and to whom to report accidents.

_____ **Emergency Procedures** - Explain who to notify and what to do in case of an emergency, i.e., loss of power.

_____ **Appropriate Attire** - Explain any departmental requirements and why certain attire is necessary.

_____ **Food and Beverages** - Explain any policies regarding food and beverages in the work area.

_____ **Personal Visitors During Work Hours** - Explain the department policy.

_____ **Smoking** - Explain the *No Smoking Policy*.

_____ **Solicitation** - Explain non-profit solicitation procedures in the department; solicitation for profit is prohibited.

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

_____ **Talking/Noise Level** - Explain any restrictions on radios or other noise levels in certain areas.

WORK RESPONSIBILITIES

- _____ **Job Description** - Give employee a copy of the job description. Discuss duties listed and use of equipment in detail. 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 department organization, giving names, titles and responsibilities, using organizational chart, if possible.
- _____ **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. Inform the employee that records are maintained in accordance with records retention schedules located at the University Records Management Services web site: www.rms.vt.edu.
- _____ **Performance Evaluation** - Hourly wage employees should be given feedback periodically on their performance. Explain when and how wage employees are evaluated in the department. (The evaluation of hourly wage employees can be modeled after the annual performance evaluation given salaried employees; however, the same form should not be used nor sent to Personnel Services.

MISCELLANEOUS

- _____ **Staff Identification Card** - Contact the Hokie Passport Office.
- _____ **Tax Sheltered Annuities (TSA)** - University Plan - employees may invest a portion of salary and delay tax liabilities.
- _____ **Vacation Clubs** - Discount coupons for Busch Gardens, Disney World, Kings Dominion, Opryland, etc. are available upon presenting the employee's Virginia Tech identification card at the Department of Human Resources.
- _____ **Athletic Tickets** - Contact Athletic Department.
- _____ **Virginia Tech Acceptable Use of Information Systems; Virginia Tech Acceptable Use of Computer and Communication Systems Policy 2015; State Policy 1.75 Use of Internet and Electronic Communications** – Important information for those who will have access to computer systems. Departments should print these policies off for new employees working in hourly wage positions.
- _____ **Workers' Compensation** - Report any work-related injury or illness. Medical attention from the approved Panel of Physicians is required.
- _____ **Unemployment Compensation** - The Virginia Employment Commission determines employee eligibility.
- _____ **Sexual Harassment** - Report any incident to the supervisor, administrator, Personnel Services or EOAA Office. Give employee the Sexual Harassment Brochure produced by the EOAA Office.
- _____ **[Alcohol and Drug Policy Information for Employees](#)** - Give employee summary information including descriptions of illicit drugs and penalties.
- _____ **Americans With Disabilities Act** - Law requiring employers to provide reasonable accommodations to Persons with disabilities Review any Americans With Disabilities (ADA) requests. Contact Personnel Services or EOAA Office.

DEPARTMENTAL RESPONSIBILITIES - Additional Forms to Complete

- _____ **I-9 Form** - A federal employment eligibility verification form required by Immigration and Naturalization Services. *Must be completed on the first day of employment.*

