## New Employee Checklist for all Permanent Employees

**NAME** ______________________________________________   **START DATE** __________________________

**JOB TITLE** ___________________________________________   **WORK LOCATION** __________________________

**SUPERVISOR’S NAME** ___________________________________   **PHONE #** __________________________

### DEPARTMENTAL INFORMATION

#### OVERVIEW
- Review Department Goals and Mission Statement
- Introductions to Colleagues and Direct Reports
- Review Department Structure
- Attend UHR New Employee Orientation Program
- Attend Student Affairs New Employee Orientation

#### LEAVE
- Annual Leave  ( ) Personal Leave
- Sick/ Immediate Family Sick Leave
- Admin Leave  ( ) Holiday Leave
- Military Leave  ( ) Bereavement Leave
- Jury Duty  ( ) Other

#### BENEFITS
- Insurance Plans and Deductions
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- State, University, and Departmental Benefits
- Retirement Options and Enrollment
- Tuition Remission Benefit and Procedures
- Family Care Resource and Referral Service

#### PAYROLL INFORMATION
- Rate of Pay
- Review and confirm ARES payroll information
- First Pay Day and On-going Pay Days
- How Paid: Check or Direct Deposit Procedures
- Electronic Timesheets or Card Swipe Procedures

### TRAINING & DEVELOPMENT
- Professional Development Opportunities
- Position Specific Mandatory Training
- Sexual Harassment Prevention Training
- Memorandum of Understanding (MOU) Training

### TECHNOLOGY BASICS
- Department Computer Policies
- Open UM Email Account (Microsoft Exchange)
- Establish Directory ID and Password
- Listservs: saumcp, SAYP, departmental listservs

### WELLNESS & WORK-LIFE INTEGRATION
- UM OHRP and Faculty/Staff Assistance Program
- Recreation Center and Membership/Classes
- Commuting Options/Metrocheck Payroll Deduction
- University Wellness Initiative
- Division and Departmental Work-Life Practices *
- Availability of University Health Center

### PAYROLL INFORMATION
- UM ID Card
- Parking Permit, Policies, and Payroll Deduction
- Publications and Manuals
- Recognition and Awards
- Job Actions (Performance Issues, Grievance and Appeal)
- Use of UM Facilities, Property, Equipment
- Campus Dining Options and Terrapin Express
- Personal Cell Phone and Computer Discounts
- University Book Center Discount

### SUPERVISORY PORTION

#### FUNCTIONS OF DEPARTMENT
- Position Description and Responsibilities
- Performance Review and Development (PRD)
- Work of Other Employees
- Dept. Policies & Procedures (manuals/website)
- Department Meeting Schedule
- Tour of Department’s Facilities
- Training on Use of Supplies/Tools/Equipment
- Emergency/Inclement Weather Procedures

#### SAFETY and SECURITY
- Department Safety and Security Information
- Fire Alarm Procedures and Location of Fire Exits
- Safety Equipment
- Computer Security and Confidentiality
- Personal and Student Safety/Security
- Safety/Hazard Communication Information
- Workplace Injury & Incident Reporting Procedures
- Keys/Card Swipe- Building Access/Alarm System

#### HOURS OF WORK and ATTENDANCE
- Work Hours
- Breaks During the Day
- Protocol When Absent
- Request for Time Off
- Holidays/Breaks

#### GENERAL
- Conduct Issues
- Dress Standards
- Cell Phone Policy
- Bulletin Boards/ Posted Information
- Telephones, Display, Voicemail, and Calling
- Mail System- On Campus and Off Campus
- Public Safety’s Alert System Sign-Up
- Sustainability Expectations and Practices