SPA Non-Exempt Employee
Orientation Checklist

<table>
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<tr>
<th>Employee Name:</th>
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<tr>
<td>Department: University Library -</td>
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<tr>
<td>Supervisor:</td>
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<tr>
<td>Start Date:</td>
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**Week One: Department Orientation**

**The Department**

- Introduce your new employee—send a brief email to the all staff list or to Library Line (libline@unc.edu) (optional)
- Introduction of co-workers
- Location of restrooms, water fountains, vending machine, employee lounge
- Where to keep purse/wallet or other valuables
- Assign keys
- Ipods/CD players at work
- Eating/drinking at the workstation
- Conduct and appearance
- Give employee department description to review (to be discussed in 2nd week)
- Give employee department goals to review (to be discussed in 2nd week)
- Provide employee with job description and work plan to review (to be discussed in 2nd week)

**Administrative Details**

- Work schedule
- Flex time (if applicable)
- Meals and breaks
- Introduction to TIM [http://www.unc.edu/finance/fd/c/pr/tim/cbt/spa_non_stamp/spa_non_stamp.htm](http://www.unc.edu/finance/fd/c/pr/tim/cbt/spa_non_stamp/spa_non_stamp.htm)
- Login to TIM: [http://unctim.unc.edu/employee](http://unctim.unc.edu/employee)
- Location of departmental policies and procedures
- ONYEN/Email account set up: [https://onyen.unc.edu/cgi-bin/unc_id/services](https://onyen.unc.edu/cgi-bin/unc_id/services)
- How to use email
- Email Susan Wrenn (wrenn@email.unc.edu) with employee’s PID for card access to Davis Library and for key assignments
- Email Susan Wrenn (wrenn@email.unc.edu) with employee’s PID number for card access to Davis
- Contact Desktop Support to schedule Systems orientation (962-1288)

**Attendance and Leave**

- Whom to notify about illness or tardiness
- Requesting Annual leave
- Meeting and Conference SPA Attendance
Telephones/Copiers/Supplies/Mail/Housekeeping
___ Email Susan Wrenn (wrenn@email.unc.edu) for telecom requests
___ Departmental policy on personal phone calls at work
___ How to use telephone
___ Location of copier
___ Policies on using the copier
___ Supplies: how to request/where to get
___ Mail: location of mail box /where to deposit
___ Departmental housekeeping procedures

Safety and Security:
___ Workplace Safety: http://ehs.unc.edu/workplace_safety/
___ Safety on the job (reporting occupational safety concerns, etc)
___ Security (reporting incidents, location of automatic alarms, etc)
___ Emergency procedures (fire, location of first aid kit, etc.)
___ What to do if you have an accident or injury
___ What to do if a non-library employee has an accident or injury

Week Two: Department Orientation

The Library
___ Discuss the organization of the library
___ Discuss the library units
___ How to find library materials using the library’s online catalog
___ Discuss the Library’s media policy http://www.lib.unc.edu/blogs/news/index.php/media-policy/

The Department
___ Discuss department goals with department head and supervisor
___ Discuss department description
___ Discuss department goals

SPA Policies and Performance Management
___ SPA Policies: http://hr.unc.edu/policies-procedures-systems/spa-employee-policies/
___ Discuss job duties, work plan and performance expectations
NOTE: A Work Plan must be completed/signed by all parties within 30 days of the new employees hire date; supervisors must conduct a 3 month performance appraisal once the employee has worked under their current work plan for at least 3 months. You may visit the Office of Human Resources website for more information: http://hr.unc.edu/index.htm (search SPA Performance Management Policy).

Required Training
___ Workplace Safety training: http://ehs.unc.edu/training/neo.shtm
___ Preventing Sexual Harassment & Preventing Employment Discrimination training: http://training.newmedialearning.com/top_level/uncchapelhill_choice.htm
NOTE: New employees are required to complete the training associated with these topics. The training modules can be accessed by entering the URL. Employees have 30 days from their date of hire to complete the training and return a copy of the certification forms to the Library Personnel Office.

Employee’s signature ________________________________ Date ____________

Supervisor’s signature ________________________________ Date ____________
Return completed checklists to Human Resources Facilitator, Library Personnel Office, CB #3932