WSU LIBRARIES TEMPORARY EMPLOYEE ORIENTATION CHECKLIST

Form distribution: Signed original goes to the employee; photocopy goes to departmental employee file. LAO and HRS do not need copies of this form. Student employee files are to be retained by the unit manager for one year beyond termination.

EMPLOYEE NAME:_____ **LIBRARY UNIT:**_____

Workday Onboarding:
_____ ***Onboarding:*** Employees will find several required tasks in their Workday inbox. Please complete and submit as directed in Workday. Managers will also have some tasks to complete in Workday for new hires.

Forms Supervisors are to Provide to Employees (originals or copies):
_____ ***Temporary Employee Orientation Checklist:*** Original completed, signed form to employee; retain copy in file.
_____ ***Student Employee Paid Sick Leave Information:*** Explain and provide a copy.
_____ ***Call Out Procedure***: Explain and provide a copy of your unit's Call Out procedures.
_____ ***Safety Training & Orientation Checklist:*** One required per location of work. Complete, sign, retain copy in file.
   https://policies.wsu.edu/prf/documents/2017/10/2-16-safety-orientation-checklist.pdf

Other Onboarding Discussion Items:
_____ ***Recording Time Worked-Workday:*** Demonstrate *CHECK IN* and *CHECK OUT*, making corrections, requesting use of paid sick leave, submiting time each pay period, and maintaining current contact information.
_____ ***Work Schedule:*** Include expectations for daily and weekly hours, weekends, nights, holidays, finals, break requirements, hour limits, etc.
_____ ***Work Area***: Orient to workspace, use of equipment, storage of personal items, and introduction to other staff.
_____ ***Job Description/Duties***: Include duties, performance expectations, and evaluation procedures.
_____ ***Required Training:*** Safety Training programs are required at the time of hire. Four additional courses are required within the first six (6) months of employment. Within your first few weeks, you will receive a link and a list of required training courses to complete.
_____ ***Grounds for Dismissal:*** Temporary employment is "at will" meaning the employer may dismiss the employee without cause and with minimum notice. Examples of reasons for dismissal include but are not limited to the following: theft, destruction of property, inappropriate computer use (see policy below), unauthorized sharing of confidential information, mistreatment of library patrons or fellow workers, insubordination, incompetence, excessive unauthorized absences or tardiness, willful violation of published rules and regulations, or intentional misuse of time-keeping system (Workday), for example, recording time worked while not working, such as prior to arrival at the workplace or following the end of the work shift.
_____ ***Employee Concerns***: Employees should report on-the-job concerns, work-related problems, issues, or questions to their Supervisor. Resources available to assist employees in resolving on-the-job problems include the Supervisor, the Unit Manager, or the Associate Dean of Libraries. Additional campus resources include Human Resource Services and the office of Compliance and Civil Rights.

WSU Executive Policies (EP):
- ***EP4: Computing & Network Use Policy:***
   https://policies.wsu.edu/prf/documents/2017/06/ep4-electronic-communication-policy.pdf/
   Brief summary: 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 Manager
     - using electronic equipment assigned to another without permission
     - deliberate computer tampering
     - downloading video/music files or using streamed video/music content
     - conducting personal business or engaging in non-work-related computing activities
     - viewing pornography or playing games
- ***EP15: Prohibiting Discrimination and Sexual Harassment Prevention Polic*y**:
   https://policies.wsu.edu/prf/documents/2017/06/ep15-policy-prohibitng-discrimination-sexual-harassment-sexual-misconduct.pdf/
- ***EP20: Alcohol and Drug Policy:***
   https://policies.wsu.edu/prf/documents/2017/06/ep20-alcohol-drug-policy.pdf/

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Employee signature and date   *Supervisor signature and date*