

For supervisor to review with new classified employee.

Purpose

1. Ensures that new employees receive information regarding conditions of employment, rights as university employees, and available benefits; and
2. Complies with a provision of the collective bargaining agreement that requires each new employee to be provided an orientation to university service.

Instructions

Within one week of employee's hire date ...

Discuss with your new employee all items on the checklist. The employee and supervisor are to sign the form as verification that the required orientation discussion took place. Questions may be directed to the Employment Services office. Once the form is signed, return it to Employee Records and Information, 204 Kerr Administration, OSU Campus.

Helpful Web Sites

- SEIU/OPEU Collective Bargaining Agreement (CBA) web site:
<http://www.ous.edu/hr/labor/ousopeu/Collective%20Bargaining%20Agreement%2005-07.pdf>
- Office of Human Resources web site: <http://oregonstate.edu/admin/hr/>
- Environmental Health & Safety (EH&S) website: <http://oregonstate.edu/dept/ehs/>
- Faculty & Staff website: <http://oregonstate.edu/facultystaff/facultystaff.htm>
- *Inside OSU for new employees* website: <http://oregonstate.edu/admin/hr/dev/orient>

Employee Information

_____ Last Name _____ First Name _____ MI _____ University ID#

_____ Department _____ Classification _____ Employment Date

Check or initial each item as discussed

Chk	Initials	Discussion Area	Description
<input type="checkbox"/>	_____	Organization	Give overview of administrative unit, department or college, in relation to overall university organization. If available, show organizational chart.
<input type="checkbox"/>	_____	Position	Review position description, explain duties and responsibilities. Explain line of administrative authority and to what extent this position supervises others. Sign position description and send to the Office of Human Resources.
<input type="checkbox"/>	_____	Trial Service	Discuss 6-month trial service period. Explain how employee will qualify for regular status. Explain on-the-job training arrangements, if any.
<input type="checkbox"/>	_____	Performance Appraisal	Explain performance appraisal system. Give date due for trial service appraisal and subsequent annual appraisals.
<input type="checkbox"/>	_____	Working Hours	Review work schedule, lunch and break schedule and overtime policy.
<input type="checkbox"/>	_____	Leave	Review vacation, sick leave, holidays, personal leave, leave without pay. Instruct employee of his/her responsibility for obtaining prior approval of supervisor for all, except emergency, absences from work. Explain procedure for call-in when absent. Review time reporting procedures and leave slips.
<input type="checkbox"/>	_____	Pay Matters	Provide pay period and payday information.
<input type="checkbox"/>	_____	Salary	Explain steps in salary range and annual merit pay increases and periodic cost-of-living adjustments through collective bargaining and legislative action.
<input type="checkbox"/>	_____	Employee Representation	Explain employee's representation by appropriate collective bargaining contract: SEIU/OPEU-Oregon Public Employee's Union; GCIU-Graphic Communications International Union. (Employee may contact union for a copy of the CBA.)
<input type="checkbox"/>	_____	Layoff Procedures	Discuss rights while in trial service versus regular status. Explain bumping procedure and recall rights. (Refer to Article 50 of the CBA)

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<input type="checkbox"/>	_____	Safety and Security	Review applicable sections of the Safety Procedures Handbook and Safety Rules. Review fire, emergency, and security procedures and complete the "Acknowledgement of Safety Rules, Emergency Procedures, and Hazard Communication" form. Reinforce the importance of letting the supervisor know as soon as possible of an employee's on-the-job injury. Complete the "Safety Training Identification Worksheet" form with the employee. Return both of these forms to EH&S. (Copies of the forms, Safety Procedures Handbook, and Safety Rules are on the EH&S web page http://www.oregonstate.edu/dept/ehs/ .)
<input type="checkbox"/>	_____	Benefits	Verify that employee has received a benefits packet, if eligible. If employee is on campus, verify with employee that benefits orientation was attended or is scheduled. Make clear that enrollment forms for all insurance plans must be completed within 60 days of employment; coverage will begin on the first of the month following receipts of completed applications in Employee Benefits section of the Office of Human Resources.
<input type="checkbox"/>	_____	FLSA/Overtime	Review employee's FLSA status and eligibility for overtime compensation at time and one-half or straight time. Explain cap of 120 hours of compensatory or exchange time. Explain department's procedure for requiring overtime and/or need for prior approval to work overtime.
<input type="checkbox"/>	_____	Retirement Plan	Explain when PERS begins and employee contribution is 6% of gross salary which is currently paid by OSU. If employee has already been on PERS, advise them to check with the Employee Benefits section of OHR for their PERS eligibility date.
<input type="checkbox"/>	_____	Department Procedures	As appropriate, explain use of telephone system, equipment checkout procedures, uniforms, name tags, keys, employee bulletin boards, campus/federal/shuttle mail, copiers, recycling procedures, letterhead and correspondence formats, ordering supplies, travel policies, use of state vehicles, attending workshops, first aid, parking, smoking areas, use of computers, etc.
<input type="checkbox"/>	_____	Employee Online Services	Advise employee to access InfOSU (http://infosu.oregonstate.edu) after first payday to verify current address, telephone number, web directory profile, benefits selections, leave balances.

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____