



# CCS Human Resources NEW EMPLOYEE CHECKLIST

## ADMINISTRATOR/PROFESSIONAL EXEMPT

**TO THE ADMINISTRATOR/SUPERVISOR:** The following is a checklist to assist you in accomplishing a basic orientation with a new CCS administrator or professional exempt employee. **This information should be shared with him/her within the first four weeks of his/her employment with CCS. Please have the new employee initial and date each item as you explain it to him/her.** If “not applicable”, list NA in last column. Upon completion of the form, it is to be routed to Human Resources, MS 1004. Please feel free to make copies of the completed form should you and/or the new employee wish to keep one.

Employee name \_\_\_\_\_

SCC       SFCC       IEL       District

Division/Department \_\_\_\_\_ Supervisor \_\_\_\_\_

	<b>TOPIC</b> (Most topics will require coverage only in broad, comprehensive terms.) (Administrator/Professional Exempt)	<b>Employee Initials/Date</b>
1	<b>Overview, CCS organizational structure and interrelationships, philosophy, mission, and objectives:</b> <input type="checkbox"/> brief overview: district offices and services, IEL, SCC, SFCC <input type="checkbox"/> board of trustees <input type="checkbox"/> standing committees and representation: district, college or IEL <input type="checkbox"/> important annual functions, events, deadlines: district, college or IEL <input type="checkbox"/> transfer of administrative responsibility <input type="checkbox"/> communication avenues and options (district/college/division/department) <input type="checkbox"/> called benefits to arrange orientation	
2	<b>Important CCS policies, procedures and reporting requirements/forms:</b> (e.g., anti-harassment, affirmative action, no-smoking, drug-free workplace, workplace security and personal safety, domestic violence, ethics, commute trip reduction, telecommuting, etc.)	
3	<b>State of Washington basics:</b> (e.g., SBCTC, CTC, legislative contacts; AG office/legal issues; state work groups/committees [instructional, student services, presidents]; etc.)	
4	<b>Department:</b> objectives, vision/mission; individual employee contributions/interrelationships; specific departmental procedures and working conditions. <input type="checkbox"/> specific departmental guidelines (e.g., for faculty and/or classified employees) <input type="checkbox"/> confidentiality of information and materials <input type="checkbox"/> about lunch and breaks (Marriott, lunch room/break room, coffee fund, if applicable) <input type="checkbox"/> telephone (how-to's, e.g., voice mail, call forwarding, long distance access card) <input type="checkbox"/> CCS mail services, shipping and receiving, Central Receiving <input type="checkbox"/> departmental budget planning, how-to's of purchasing supplies and/or equipment <input type="checkbox"/> travel (forms/approval process, use of state vehicles, rental cars and airfare) <input type="checkbox"/> available resources (e.g., library, skill centers, copy/print centers, media and graphics) <input type="checkbox"/> essential, need-to-know student-related information (requirements; available services: e.g., counseling, bookstore, financial aid, tutoring, Disabled Student Services, grievances, assessment, registration, withdrawal; “ <i>Selected Rules, Regulations and Policies Concerning Student Conduct...</i> ”)	
5	<b>Employee's job:</b> <input type="checkbox"/> performance assessment process/procedures <input type="checkbox"/> expectations regarding attendance, punctuality, hours of work <input type="checkbox"/> sick leave notification, vacation approval (timing, forms, etc.) <input type="checkbox"/> CCS academic calendar: holidays, breaks, faculty workdays <input type="checkbox"/> training and professional development opportunities (for classified, faculty, administrators and professional exempt and employee tuition waivers, etc.)	

(OVER)

	<b>TOPIC</b> (Most topics will require coverage only in broad, comprehensive terms.)	<b>Employee Initials/Date</b>
6	<b>Introduction</b> to other administrators/professional exempt and department employees/co-workers.	
7	<b>Personnel need-to-knows:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> existing personnel standards (WACs)</li> <li><input type="checkbox"/> important how-to's and dates (e.g., payroll schedules/deadlines, faculty summer pay)</li> <li><input type="checkbox"/> procedures relating to holidays, breaks, faculty workdays, shared leave</li> <li><input type="checkbox"/> performance review (classified: annual performance evaluation, job descriptions, written performance expectations; faculty: tenure review process)</li> <li><input type="checkbox"/> unions and contracts (classified; faculty - Master Contract)</li> <li><input type="checkbox"/> employee hiring process (replacement positions, new positions, faculty, classified)</li> <li><input type="checkbox"/> corrective and disciplinary action process and grievance procedures</li> <li><input type="checkbox"/> employee resources (e.g., wellness center/programs, plays and musical presentations)</li> </ul>	
8	<b>Workplace security and personal safety:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> keys (responsibility of employee to whom they have been assigned, not to be loaned out and to be immediately reported to supervisor if lost/stolen)</li> <li><input type="checkbox"/> employee ID (obtaining picture ID, name badge, etc., as appropriate to this position)</li> <li><input type="checkbox"/> maintain security of your office, facility, and equipment assigned to you</li> <li><input type="checkbox"/> remain alert to work environment, report suspicious persons/activities, be alert to interactions of co-workers with clients, provide/call for assistance, as appropriate</li> <li><input type="checkbox"/> immediate reporting of any threat or incident of workplace violence and/or harassment</li> </ul>	
9	<b>Some important "how-to's":</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> parking on campus (e.g., permits—where purchased and designated parking areas)</li> <li><input type="checkbox"/> paychecks (e.g., dates, electronic deposit and faculty summer pay plan)</li> <li><input type="checkbox"/> CCS computer network/Information Systems: access/log-ons, ethics of use, computer support staff, available software, CCS intranet home page and training opportunities</li> <li><input type="checkbox"/> accessing physical plant services (e.g., minor repairs needed and moving assistance)</li> <li><input type="checkbox"/> about facilities: new and remodels (e.g., capital project process, BIRs, etc.)</li> </ul>	
10	<b>Explanation of what to do in emergencies:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> exit locations and evacuation routes and plan, including assembly point</li> <li><input type="checkbox"/> location/use of fire alarms, extinguishers and other emergency equipment in work area</li> <li><input type="checkbox"/> nearest telephone, how to summon emergency assistance (911 or 9-911), 3333 on-campus emergency back-up assistance [<b>call 911 first</b>]</li> <li><input type="checkbox"/> other emergency procedures specific to the district and this work area (medical, fire, chemical, vehicle, workplace violence or threat, bomb threat)</li> <li><input type="checkbox"/> immediate reporting of all accidents to supervisor (verbal notification, forms, etc.)</li> <li><input type="checkbox"/> always err on the side of safety, when in doubt call for emergency services: 911 (9-911 from CCS telephone system phone)</li> <li><input type="checkbox"/> your administrative/professional exempt responsibilities in an emergency</li> </ul>	
11	<b>First aid</b> (how to obtain treatment, location of facility FA kit(s), location of college FA room (if applicable), who specifically in facility is FA certified and whether employee is required to be FA certified—if so, how/when trained)	
12	<b>Environmental health and safety issues:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> brief overview, EH&amp;S organizational structure at CCS and on the college campus/IEL</li> <li><input type="checkbox"/> name/work location of building safety representative and college/unit safety officer</li> <li><input type="checkbox"/> location of facility safety and health bulletin board</li> <li><input type="checkbox"/> essential departmental and CCS environmental health and safety policies</li> <li><input type="checkbox"/> potential job/work area hazards and how to perform initial job assignments safely</li> <li><input type="checkbox"/> how to report hazardous conditions or actions</li> <li><input type="checkbox"/> specific requirements for employees who work with chemical substances and/or operation of machinery, vehicles, tools and/or perform manual labor, e.g., lifting</li> </ul>	
13	<b>Other</b> , specific to department or work assignment	