

Orientation

Created 12 September 2023

The Library believes it is important for all new staff members to feel comfortable in their new working environment. The Library will attempt to help the employee to acclimate to the Library's operations and working conditions. As a part of this effort, all employees will receive an orientation conducted by both the employee's supervisor and by the Director.

Supervisor orientation

The employee's supervisor will complete an Employee Orientation Checklist that ensures important items are discussed with the employee. The supervisor and the employee are required to sign this document. The checklist becomes a part of the employee's personnel file. New employees are expected to discuss any concerns with their supervisors and to ask frequent questions to ensure their understanding of expectations being placed upon them. The employee's supervisor will provide a tour of the facility, workspaces, staff lounge, and staff bulletin board.

The supervisor will explain guidelines and other procedures that govern the operation of the department or branch.

Supervisor or Director will explain:

- Benefits and forms associated with receiving benefits
- COBRA (Consolidated Omnibus Budget Reconciliation Act) benefits and provisions (FULL TIME ONLY)
- Personnel Policies
- HIPAA (Health Information Portability and Accountability Act) provisions (FULLTIME ONLY)
- Payroll and Timesheet procedures
- Core values of the organization
- Diversity and sexual harassment standards in the workplace
- Staff Development
- Customer service expectations
- Performance Summaries

All full-time staff will have a mandatory consultation with the Director at the end of the employee's introductory period to answer questions and review items in the initial orientation.

Other points of discussion are indicated in the *Employee Orientation Checklist*.