

Orientation Checklist

1. Tour of facility
2. Introduction to staff
3. Paperwork
4. Benefits
5. Health insurance, Dental insurance, optical insurance, life insurance
6. Policy manual
7. EAP
8. Book bag, cup, etc.
9. Illnesses, reporting to the business office
10. Snow chain, phone list (have a copy at home), zone notification page
11. Time slips
12. Hours, lunch, breaks
13. Keys
14. Supplies
15. Computer & passwords, shared files, back ups
16. Explanation of SCLS
17. Civil service, particularly p/t issues
18. Parking
19. Time cards
20. Classes of staff members: Librarian I, II, III, Assistant Director, Library Director, Clerk-Typist, Library Clerk, Page, Custodian
21. Supervisors
22. Staff meetings
23. Probationary period
24. Meetings calendar
25. Personal items, coat room, locker
26. Safety
27. Security and security guards
28. Performance reviews & forms - discontinued
29. Collective Bargaining agreement

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Approved by the Board of Trustees
December 19, 2006

Updated and approved by the Board of Trustees
December 15, 2015

Updated and approved by the Board of Trustees
February 22, 2022