Northwest Regional Education Service District

New Employee Orientation Checklist

Employee ID#:

First Name: Last Name:

Position: Department:

Primary Work Site: First Day of Work:

90 Calendar Day Probationary Status End Date (Classified only):

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Please review the **Day 1** information with the new employee on their first day of work. **Week 1** information during their first full week of employment and the **Follow-up, Demonstration, & Review** information one week prior to the employee's first paycheck. After all of the information has been reviewed upon completion of the second meeting, please sign and date the checklist and email it to HRHelp@nwresd.k12.or.us to be placed in their personnel file.

Day 1

Health and Safety Protocol Training
- ☐ Mandatory online training: COVID-19 How to Protect Yourself & Others.
- ☐ 1:1 meeting with your supervisor on: (1) mask wearing (2) social distancing (3) hand washing (4) building access (5) staying home when sick

Week 1

Position Information
- ☐ Review the job description with the new employee and provide them with a copy.

Work Day
Review the all of the following with the employee:
- ☐ Daily work schedule

- ☐ Required lunch and break schedule (if applicable)
- ☐ Overtime policy
- ☐ Emergency/evacuation plan
- ☐ Building security and sign in/out policy

Calendar
- ☐ Provide the new employee with a copy of their work calendar.
- ☐ Highlight NC/Holidays and provide explanations as needed.

Payroll Information
- ☐ Provide pay period/payday information (under Payroll Forms).

Employee Handbook
- ☐ Demonstrate how to access the Employee Handbook.

Collective Bargaining Agreement
- ☐ Demonstrate how to access the applicable Collective Bargaining Agreement for the employee's classification
    - Classified Employees
    - Licensed Employees

Leaves
Review the leaves available to the employee as outlined in the applicable Collective Bargaining Agreement.
- ☐ Vacation
- ☐ Sick Leave
- ☐ Holidays
- ☐ Personal/Emergency Leave
- ☐ Bereavement Leave
- ☐ Review procedure for requesting pre-approval to use the above leaves

Department Procedures
If applicable, provide information about the following:
- ☐ Use of telephone system/voice mail
- ☐ Equipment check-out procedures
- ☐ Dress code
- ☐ Name tags
- ☐ Courier
- ☐ Use of copiers
- ☐ Mileage reimbursement procedures via the IV Web Portal
    - o Deduction of Home to Home Base or First Stop to Last Stop

Technology
Review the all of the following Technology information with the employee:
- ☐ NWRESD's expectation that employees will read their email a minimum of one time each workday as it is our primary means of communication

- ☐ Passwords should be changed regularly
- ☐ Employees are expected to keep their Google calendar up to date
- ☐ Technology help can be obtained by calling 503-614-1400 or emailing helpdesk@nwresd.k12.or.us
- ☐ Review information regarding Acceptable Use of Electronic and Network Services
- ☐ Google Team Drive
- ☐ Employee Resources

Despite our best efforts, during the first week of employment it is possible that a new employee will not have access to the Frontline Platform. If they do not have access the first week; for the next section of the Week 1 agenda, please provide an <u>overview</u> of each of the applications by explaining what they are used for.

Frontline accounts are set-up the week prior to the issuance of new employee's first payroll check (last business day of the month). Your follow-up meeting will allow you to verify that they have access to the Frontline Platform and demonstrate the applications.

Professional Growth - Overview   (Contact Grace Fasching if assistance is needed)
What is it used for?
Evaluations: Please review the applicable evaluation handbook for information about the evaluation process.
- ☐ Classified Employees Professional Growth & Evaluation Guide
- ☐ Performance Handbook for Licensed Employees
- ☐ Learning Plan
- ☐ Activity Catalogs
- ☐ Employee Forms
    - o Conference Request
    - o Tuition Request
    - o Professional Development Log

Absence Management – Overview   (Contact Melinda Halverson if assistance is needed)
- ☐ Explain the procedure for reporting absences. Identify who/where the employee should phone or email the day of absence.
- ☐ All absences <u>must </u>be entered in the Absence Management System. Once an employee is set-up in the system they will receive an email to their work email with their login information; however, **if they need to enter an absence prior to receiving the email they need to contact SubServices at** subservices@cascadetech.org **or 1-866-373-4321.**

Time & Attendance – Overview   (Contact payroll@nwresd.k12.or.us if assistance is needed)
- ☐ Explain the procedure submitting a timesheet through Time & Attendance.
- ☐ Review timesheet due dates.

Follow-up, Demonstration & Review
Complete one week prior to the first payroll.

The new employee should now have access to all of the applications on the Frontline Platform.

Please demonstrate using the applications as outlined below:

Professional Growth - Demonstration
- ☐ Demonstrate location and use of:
    - o Learning Plan
        - o Activity Catalogs
    - o Forms:
        - ▪ Conference Request
        - ▪ Tuition Request
        - ▪ Professional Development Log

Absence Management - Demonstration
- ☐ Demonstrate how to enter an absence (directions included in hyperlink)
- ☐ Confirm accuracy of work location and works hours
- ☐ Enter all Noncontract Days in Absence Management for the school year
- ☐ Review how to look up leave balances.
- ☐ Note Frontline's Mobile Application for Smart Phones and iPhones (Mobile unlock code: 7354)

Time & Attendance - Demonstration
- ☐ Confirm accuracy of work location and work hours
- ☐ Demonstrate how to verify and submit a timesheet
- ☐ Timesheet Process

Mandatory Training
All NWRESD employees must complete EmployeeSafe training through Public School Works within the first thirty (30) days of employment and annually thereafter.

    Login with the following: User Name: EE ID#
    Password: Last 4 digits of SS #

Licensed employees are expected to use prep and or planning time and/or complete them after hours.

Classified employees are expected to complete all mandatory training during the workday. Discuss possible times the employee can use to complete them within the required timeframe.

Employee Self Service (IV Web Portal)
- ☐ How to register
- ☐ Confirm accuracy of home address/phone number
- ☐ Confirm accuracy of emergency contact information
- ☐ Review/print monthly payroll earnings statement
- ☐ Review/print calendar year to date pay history
- ☐ Update employee withholding forms

☐ [Review/print W2 Wage and Tax Statements](#)
☐ Update home address/phone
☐ Enter [expense](#)/[mileage](#) reimbursements

Additional Department/Site Specific Information

If there is information specific to your site and/or department that the employee should be aware of, please outline it here. Example: Department Handbook, Procedure Manual, Emergency procedures, etc.

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Employee's Signature   Date

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Supervisor's Signature   Date