



New Employee Orientation Checklist
List 1: AG CENTER POLICIES AND PROCEDURES
To Be Completed by Unit - *Mandatory*

- A. Work schedule, including procedures for submitting timesheets (if applicable).
- B. Procedures for requesting leave.
 - 1. annual and sick
 - 2. civil
 - 3. leave without pay
 - 4. military
 - 5. educational and sabbatical
 - 6. funeral
 - 7. emergency
 - 8. other
- C. Insurance and Safety Program and Regulations.
 - 1. General Safety Plan and Ag Center PS-33, "Occupational and Environmental Safety"
 - 2. Driver's Safety Program
 - 3. Emergency Evacuation Plan
 - 4. Reporting Worker's Compensation Accidents (personal and those of subordinates)
 - 5. General Liability, Automobile Accidents, Property Damage
- D. ALL LSU System PM's.
 - 1. Provide location of PM's
 - 2. Call attention to PM's which are particularly important.
- E. ALL AgCenter PS's
 - 1. Note web address <<http://www.lsuagcenter.com/Inst/Admin/policies/policies.asp>>. Provide printed index from the web if necessary.
 - 2. Call attention to PS's which are particularly important, including but not limited to:
 - a. PS-16 Misconduct in Research
 - b. PS-19 Sexual Harassment
 - c. PS-20 Grievance Procedure
 - d. PS-23 Affirmative Action/EEO
 - e. PS-22 Intellectual Property/Royalties
 - f. PS-42 Promotion & Tenure
 - g. PS-26 Outside Employment
 - h. PS-15 Violence-Free Workplace
- F. PS-33: Occupational and Environmental Safety. Have employee read this statement:
Each and every employee is responsible for his/her own safety and for promoting the safety of his or her co-workers. In this regard, employees are not to perform a job or action for which they do not have sufficient training or experience to perform safely nor shall they have or require others to perform such jobs. If in doubt, the employee will consult his/her immediate supervisor for guidance. The employee shall adhere to safety guidelines/procedures/instructions for the job or action that they are performing. By signing this form below, I am stating that I understand and will comply with this policy.
- G. General supervisory responsibilities (for employees who will supervise others).
- H. Review job responsibilities (include job description and project descriptions if appropriate).
- I. Review methods to be used for evaluating performance, including promotion and tenure process for faculty positions.
 - 1. For Classified Employees, conduct Performance Planning Session within the first 30 days of employment. This is for all classified, all appointment types.
- J. Required coursework for extension agents.
- K. Housing regulations (for employees residing in AgCenter housing) including AgCenter PS-2.
- L. **Employee should update/enter emergency contact information in the Employee Directory (intranet.lsuagcenter.net). Click on "Directory" under the Quick Links. Select "My Info" under the Menu section. Click on the "Emergency" tab to update that information, including opting into the text notification system.**

Person Reviewing Checklist With Employee:

Employee:

 Print Name

 Print Name

 Signature

 Date

 Signature

 Date

Forward copy to Ag Center HRM within first 30 days of employment.

AgCenter HRM Office – 12/2015

New Employee Orientation Checklist
List 2: EMPLOYEE BENEFITS AND EMPLOYMENT POLICIES
To Be Completed by HRM Office (or by unit if employee
does not attend an HRM orientation session)

- A. Completion of general employment forms
 - 1. Tax forms (W-4, L-4, tax treaties if applicable)
 - 2. Supplemental Employment Form
 - 3. I-9
 - 4. Drug Policy Certification
 - 5. Civil Service Application

- B. Insurance
 - 1. Health Insurance
 - 2. Group Benefits Life Insurance
 - 3. Group Accident Coverage
 - 4. Disability Income Insurance
 - 5. Optional Insurances

- C. Retirement (as appropriate)
 - 1. State Employees Retirement System
 - 2. Teachers' Retirement System
 - 3. Optional Retirement Plan
 - 4. Social Security
 - 5. Deferred Compensation Plan

- D. Miscellaneous Benefits
 - 1. Tax Saver Flexible Benefits Plan (Premium Only Plan and Spending Account Plan)
 - 2. Employee Assistance Options
 - 3. Other

- E. Leave
 - 1. Leave options (academic and unclassified employees only)
 - 2. Types of leave
 - 3. Procedures for requesting leave

- F. Grievance Procedure
- G. Schedule for Distribution of Paychecks
- H. Requirements for making changes in insurance, retirement, taxes, address, etc.
- I. Affirmative Action Plan
- J. Credit Union
- K. Approved copies of personnel actions
- L. HRM Announcements
- M. AgCenter HRM website (<<http://www.lsuagcenter.net/hrm/index.asp>>)

The above items were reviewed by _____ with this new employee.

Signature _____ Date _____

New Employee Orientation Checklist
List 3: UNIT GUIDELINES
To Be Completed by Unit - *May Be Revised to Meet Unit Needs*

- () A. Explain the organization. Consider providing an organizational chart.
- () B. Allocation of Funds Within Unit.
- () C. General Employment Guidelines (for those in supervisory positions) – Employment Requirements, Status Changes, Performance Problems.
- () D. Purchasing Guidelines.
- () E. Authorization and Reimbursement for Travel.
- () F. Confidentiality of Records.
- () G. General supervisory expectations (for employees who will supervise others).
- () H. Available training/seminars.
- () I. Procedures for using unit support staff (i.e., administrative, clerical, maintenance, janitorial, farm assistance, etc.).
- () J. Method of handling personal employment matters such as insurance, retirement, name/address changes (i.e., location of forms, person in unit to contact for information or to give completed forms to).
- () K. Procedures for obtaining and maintaining grants.
- () L. Procedures and policies for use of computers, software and related equipment.
- () M. Use of copy machine.
- () N. Use of telephones, including long distance.
- () O. Use of state vehicles.
- () P. Use of equipment and other state property.
- () P. Give employee a tour of the unit.
- () Q. Introduce employee to other employees.
- () R. Parking.
- () S. Date of first performance adjustment and end of probation period (for classified employees).
- () T. Unit promotion and tenure procedures (for faculty positions)
- () U. Information on key LSU System administrators (i.e., President, Vice President, Associate Vice Presidents)

The above items were reviewed by _____ with this new employee.

Unit Head Signature _____ Date _____

Employee Signature _____ Date _____