

New Employee Orientation Checklist
Civil Service Employee Supplement
University of Illinois Library at Urbana-Champaign
Questions? <http://www.library.uiuc.edu/administration/human/>

Compensation

- Where to view appointment information in NESSIE
- Time sheets submitted every two weeks, contact Business Office for schedule (or, unit may be on web time entry, check with supervisor)
- Pay date is every two weeks, on Wednesdays. See Library HR website for current schedule.
- Vacation accrual, hourly, based on years of appointment, schedule on LHR website.
- Sick Leave, fixed amount per pay period, see schedule on LHR website.
- Salary increases, determined by contract for those classifications covered by a Bargaining Unit, for Open Range, once a year in August, based on merit

Attendance

- Benefit usage reporting, recorded on time sheet, or on web for web entry.
- Your work schedule
- Unit coverage and your responsibilities

Safety and Security

- Your responsibilities in your unit

Professionalism

- Ethics, campus policy, training, and requirements
- Gift Policy
- Conflict of interest, Civil Service employees
- Diversity issues, staff and patrons, Office of Equal Opportunity and Access
- Nepotism considerations, employment of relatives
- Workday expectations, your work day
- Confidentiality

Equipment, Supplies, and Property Use

- How the equipment budget works for the Library
- Ordering supplies
- Requesting meeting room and instruction space
- Remote access to network resources

Job Expectations

- Meet with your direct Supervisor
- Responsibilities of Unit Head
- Annual Evaluation of Staff
- Preservation/Conservation Responsibilities
- Working with other Support Staff
- Bargaining Unit Information
- Graduate Assistants, roles and responsibilities
- Student Assistants, roles and responsibilities

Benefits Information

- Where to view personal benefits package
- Open Enrollment
- Considerations based on part-time status

- Tuition and partial fee waiver (check with Library HR)

Research, Scholarship & Service

- Demands on Faculty for research
- Research Time
- Coverage issues as related to Faculty Service

Performance Review and Evaluations

- Calendar for your Unit

Bargaining Unit Considerations

- Classifications covered by Bargaining Units in the Library
- Union membership and dues
- Fair Share
- Stewards
- Access to Contracts
- State Universities Civil Service System (SUCSS)
- State Universities Civil Service Statute and Rules
- Policy and Rules – for Civil Service
- Campus Administration Manual
- Probationary Period and evaluations
- Changing classifications, reclassification, promotion, transfer
- Classification specifications (class specs)
- Job descriptions

Resolving Job Concerns

- Informal resolution
- Resources for employee
- Formal grievance procedure
- Disciplinary policy

(Supervisor and Employee should initial this form)

Dates this checklist was reviewed _____ **Initials** _____

_____ **Initials** _____

_____ **Initials** _____

Questions?

Phone Library Human Resources Office at 333-8169 or visit <http://www.library.uiuc.edu/administration/human/>. After checklist is completed, employee should retain a copy, and original should be returned to Library Human Resources.

Thank you.

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