

# NEW EMPLOYEE ORIENTATION

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

<b>SUBJECT</b>	<b>SUGGESTED TOPICS</b>	<b>DISCUSSED</b>
<b><u>TIME AND ATTENDANCE</u></b>		
Breaks/lunch	When; where; length/time of day; break room location, time allowed	_____
Sick/Vacation time	Explain policy; number of days prorated based on hours regularly scheduled to work per week; request & approval	_____
Time sheets	If required, completion instructions; where to submit	_____
Working hours	When and where to report; start-finish times	_____
<b><u>PAY</u></b>		
Annual pay increase	Date of increase; budget cycle	_____
Evaluation process	Frequency	_____
Job posting	Process & location	_____
Overtime	Eligibility; approval	_____
Pay days/checks	Frequency; process	_____
SC Unemployment insurance	As a non-profit, Diocese does not participate in the program	_____
<b><u>OFFICE PROCEDURES</u></b>		
	Accounting procedures; communications	_____
<b><u>MAINTENANCE</u></b>		
	Request; who, how	_____
<b><u>MISCELLANEOUS</u></b>		
Computer network	Assistance- Who, how	_____
Conference rooms	Location; reservations procedure	_____
Copiers	Where	_____
Dress Code	Review policy	_____
Employee events	Invite to any ongoing events	_____
HR website	Introduction to Diocesan Departments, employee handbook, and other misc. information available online at <a href="http://www.sccatholic/human-resources">www.sccatholic/human-resources</a> . Click on employee information, Diocesan/Parish/School personnel.	_____
Mail boxes	Location; pick-up/delivery	_____
Smoking	Location if permitted	_____
Work supplies	Location of stationery; how to order	_____
Facility Closures	How communicated	_____
<b><u>PERSONNEL POLICIES</u></b>		
	Provide a copy for review, sign acknowledgement sheet	_____
<b><u>SAFE ENVIRONMENT TRAINING</u></b>		
	Follow instructions provided, provide supervisor with copy of certificate	_____