

**PERSONNEL
ORIENTATION**

New Employee Orientation Checklist

The following items should be included in the orientation program for all new employees.

ORGANIZATION

- NJSBA history
- NJSBA mission
- NJSBA governance structure
- NJSBA internal organization
- NJSBA Strategic Plan
- NJSBA services to members
- NJSBA Governance & Operations Manual

DEPARTMENT/UNIT

- Organization
- Staff responsibilities/reporting lines
- Practices and procedures of department/unit

COMPENSATION

- * Pay schedule
- * Overtime
- * Time Forms
- * Expense reimbursements/receipts
- * Vacation days
- * Personal Days
- * Association holidays
- * Jury duty

BENEFITS

- * Medical Plan
- * Dental Plan
- * Insurance
- * Savings Plan
- * Tuition Reimbursement
- Staff Inservice
- * PERS - Long Term Disability

ATTENDANCE

- Work hours
- Flex Time

GOVERNANCE & OPERATIONS

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If late, sick, or absent

New Employee Orientation Checklist (continued)

HEALTH AND SAFETY

- * Building entry
- * Elevator/stairwell codes
- * Fire drills
- * Emergency procedures
- * First aid
- * Accidents reporting
- * Employee Assistance Program
- * Security procedures
- * After-hours procedures
- * Parking

OFFICE PROCEDURES

- Lunch hours
- * Smoke-free environment
- Restroom locations
- Safeguarding personal belongings
- No coffee breaks (except for Receptionist)

PERFORMANCE

- What is expected of staff
- Performance appraisal system
- Probationary period
- Discipline process
- Promotions
- Ethical standards
- Conflict of interest policy
- Policy on political activity
- Dress code
- Telephone procedures/courtesy
- Personal calls/visitors
- Sexual harassment
- Accepting gifts
- If you have a problem