

BEREA COLLEGE

Labor Department/Student Orientation Checklist

Using this list supports consistency in our departmental orientation process across campus. Students gain a better knowledge and understanding of the work area as well as supervisor expectations for the workplace. This document is intended to promote reflection and conversations about work issues and assist you in establishing your expectations for student workers. If any item does not apply to your area, skip that one and go to the next item on the list.

STUDENT REGISTRATION INFORMATION

- _____ A. Obtain all information from the student needed for your records. (Confirm Student ID, contact information, etc.)

ATTENDANCE

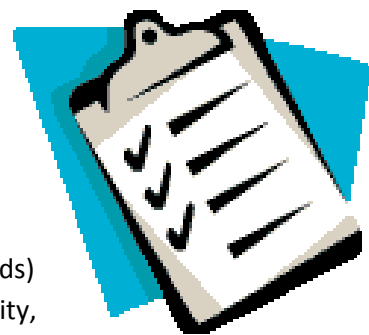
- _____ A. Review contract agreement for 10 hr. minimum per week (150 hour expectation)
- _____ B. Attendance policy/expectation
- _____ C. Proper procedure for timely reporting of an absence and to whom
- _____ D. How to schedule time off
- _____ E. Documenting an illness
- _____ F. Consequences for chronic absenteeism or habitual tardiness

BREAKS, HOLIDAYS, AND DAYS OF OBSERVANCE

- _____ A. Official policy (see page 8 in Supervisors Guide to Student Payroll)
- _____ B. Essential Labor (defined)

WORK AREA GUIDELINES / POLICIES

- _____ A. Guidelines for personal conduct in the workplace
- _____ B. Personal use of college equipment
- _____ C. Personal phone calls during work hours
- _____ D. Personal electronic devices in the work area (cell phones, iPod, mp3, etc.)
- _____ E. Friends visiting in work area
- _____ F. Computer/internet usage
- _____ G. Proper care for departmental equipment
- _____ H. Specific departmental rules and regulations
- _____ I. Lights off and locking procedure
- _____ J. After hours /unsupervised return to the workplace
- _____ K. Dress codes / hygiene policies
- _____ L. Confidentially agreements (department / student records)
- _____ M. Valuing all people by showing respect for cultural diversity, gender identity, sexual orientation, etc....



JOB DESCRIPTION

- _____ A. Job duties
- _____ B. Work area
- _____ C. Equipment used
- _____ D. Basic procedures

EVALUATIONS

- _____ A. Discuss basic expectations and explain how students will be evaluated
- _____ B. Frequency of feedback
- _____ C. Overview of the Student Labor Evaluation Development Plan (online)
- _____ D. Discussed the student’s ability to evaluate their labor experience through the Labor Experience Evaluation.

SAFETY

- _____ A. Department guidelines
- _____ B. Equipment safety
- _____ C. Lifting safety
- _____ D. Ergonomics
- _____ E. Potential hazards

INJURY ON-THE-JOB

- _____ A. Reporting injuries
- _____ B. Basic first aid supplies , location, and usage

EMERGENCY PROCEDURES

- _____ A. Fire evacuation/reporting
- _____ B. Tornado shelter/reporting

STUDENT PAY PAYROLL

- _____ A. Overview of rates if needed (should be done individually)
- _____ B. Student responsibility for monitoring hours
- _____ C. Proper time recording procedures
- _____ D. False Time reporting for personal gain
- _____ E. Pay periods
- _____ F. Proper reporting of hours in a timely manner
- _____ G. Payment: Check, direct deposit, etc.

LABOR DEPARTMENT INFORMATION

- _____ A. “Tools” Handbook
- _____ B. Workplace Expectations – our guide to a productive workplace
- _____ C. Student Labor Evaluation (online)
- _____ D. Job Descriptions
- _____ E. Labor Transcript
- _____ F. Career Development Office – Develop your resume
- _____ G. Essential Labor
- _____ H. Compensation: hourly wage + labor grant that is applied toward cost of education

OTHER

- _____ A. _____
- _____ B. _____
- _____ C. _____
- _____ D. _____
- _____ E. _____
- _____ F. _____
- _____ G. _____