Facilities Management Orientation Checklist

Please Return to Human Resources, USB Suite 205, MSC 7002, 568-6422

Employee Name

Working Title \_\_\_\_\_\_

Department Effective Date \_\_\_\_\_\_

New Hire  Rehire  Promotion  Transfer  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Facilities Management’s Mission:* To operate in such a way as to maintain an exemplary and sustainable environment that is conducive to academic pursuits and in support JMU’s mission

E-ID Activation / DUO  Hepatitis Vaccine (At risk employees)

AiM Access (Request form on last page)  JAC Card – Student Success Center

Building and Office Keys  Active Directory Access

PeopleSoft Access  Signature Cards (budget authorization)

**Directions**

1. The *Supervisor* reviews and completes the checklist with all new employees, those transferring from wage to full-time or employees who have transferred in from another department.

2. Complete within the first week following the employee's appointment.

3. All *relevant* items on the checklist should be reviewed and checked off as discussed.

4. Both the supervisor and employee must sign the checklist.

5. Copies of the checklist should be retained by the employee, supervisor and/or department and also forwarded (or scanned) to Human Resources (MSC 7002, [humanresources@jmu.edu](mailto:humanresources@jmu.edu)).

6. Please contact Human Resources (568-7275, 568-3968) for further assistance.

**Checklist**

***WORK ENVIRONMENT***

**Co-workers and supervisors**: Introduce and explain their work relationships

**Discrimination and Harassment Complaint Procedures**: Explain the importance of providing a workplace free of discrimination and harassment. [University Policy 1324](https://www.jmu.edu/JMUpolicy/policies/1324.shtml)

**EverFi Preventing Harassment and Discrimination training**: Inform employee that they must complete training within two weeks of start date. Supervisor is responsible to make sure this is done. Access is granted after e-ID set-up.

**Compliance Training**: Inform employee that they must complete training within 30 days of start date. Supervisor is responsible to make sure this is done. Access is granted after e-ID set-up. Trainings can be found at <https://www.jmu.edu/hrcompliance/index.shtml>.

**Department Organization Chart**: Explain purpose, activities, and operations of the department.

**Tour area:** Note normal employee entrance, exit, lounge, lunch room, coat rack, water fountain, restrooms, drink and snack machines, location of incoming and outgoing mail and campus mail system, fire extinguisher and fire exit. Explain emergency evacuation procedures.

**Keys:** Provide keys as required. Explain key responsibility.

**Equipment**: Explain use of other equipment, how to obtain supplies, use of equipment for personal reasons is prohibited.

**Digital Devices:** Provide instructions and expectations on proper use of device.

FM Values: Service, Respect, Stewardship, Collaboration, Creativity, Professionalism, Integrity, Craftsmanship

***WORK SCHEDULE***

**Work Days:** Specify days, starting and quitting times, shift schedule, and applicable summer schedule.

**Designated Staff:** Designated staff are required to work during authorized closings. In the event of an authorized closing, a supervisor may change the status of any employee to designated status; [University Policy 1309](https://www.jmu.edu/JMUpolicy/policies/1309.shtml).

Your position IS currently designated

Your position is NOT currently designated

**Compensatory Time** (Classified only): Discuss authorization required for overtime and probability for scheduling; [University Policy 1303](https://www.jmu.edu/JMUpolicy/policies/1303.shtml).

**Lunch and Dinner Periods and Breaks:** Review timing and length of periods and what most employees do during the periods.

***WORK RESPONSIBILITIES AND ASSIGNMENTS***

**Position Description** (Classified, AP only): Share the employee's essential functions, licensure requirements and performance expectations. Provide the employee with a copy.

**Work Assignments**: Arrange for specific work assignments and assist in initial performance.

**Job Assistance**: Designate a person that the employee may call on for questions, clarification and future job assistance.

**Quality**: Discuss departmental quality standards.

**Records**: Identify any records or files necessary for the job. Explain which records may be confidential and how confidential information is managed.

***UNIVERSITY AND DEPARTMENTAL POLICIES***

**University Policies and Procedures:** Discuss how to gain access to [university policies](https://www.jmu.edu/JMUpolicy/alphalist.shtml) and the [Classified Employee Handbook](http://www.jmu.edu/humanresources/_files/handbook-classified.pdf), [Wage Staff Handbook](https://www.jmu.edu/humanresources/handbooks/wage-staff/basics.shtml) or [A&P Faculty Handbook](https://www.jmu.edu/humanresources/handbooks/ap-faculty/index.shtml) through the JMU homepage.

**Data Security**: Explain departmental procedures relating to information security; [University Policy 1204](https://www.jmu.edu/JMUpolicy/policies/1204.shtml)

**Standards of Conduct** **and Performance** (Classified only): Discuss university’s established rules of personal conduct and performance; [University Policy 1317](https://www.jmu.edu/JMUpolicy/policies/1317.shtml))

[**Grievance Procedure**](https://www.jmu.edu/humanresources/hrc/grievance/index.shtml): Only non-probationary classified staff have access to the grievance procedures

**Probationary Period** (Classified only): Discuss length of period and review "Probationary Progress Review" form with new employee; [University Policy 1322](http://www.jmu.edu/JMUpolicy/policies/1322.shtml)

**Alcohol and Other Drugs:** Explain importance of maintaining a drug and alcohol-free work environment; [University Policy 1110](https://www.jmu.edu/JMUpolicy/policies/1110.shtml)

**Outside Employment:** Discuss issues concerning extra employment related to potential conflict of interest; [University Policy 1106](https://www.jmu.edu/JMUpolicy/policies/1106.shtml)

**Leave**: Discuss how it is requested, i.e., orally, written notice, leave cards, periods of time leave may not be requested, length of leave period and from whom to request the leave. Explain time card procedures.

**Sick Absences:** Explain who should be notified, their phone number(s), when to call, frequency of follow-up, and when a doctor’s note is necessary. Employees should be aware of Family Medical Leave and the job protection it may offer; [University Policy 1308](https://www.jmu.edu/JMUpolicy/policies/1308.shtml)

**Inclement Weather**: Discuss University and [FM policy](https://www.jmu.edu/facmgt/fm_policies/I-28-Inclement-Weather.pdf) concerning inclement weather and its application to the individual and the department; [University Policy 1309](https://www.jmu.edu/JMUpolicy/policies/1309.shtml)

**Smoking Regulations**: Explain restrictions on smoking and note areas where smoking is acceptable; [University Policy 1111](https://www.jmu.edu/JMUpolicy/policies/1111.shtml)

**Workers Compensation/Return to Work**: Discuss accident reporting procedures and the necessity to report on-the-job accidents immediately. Instruct whom to notify if medical attention is necessary; [University Policy 1312](http://www.jmu.edu/JMUpolicy/policies/1312.shtml)

[**Connections Day**](http://www.jmu.edu/humanresources/connections/)**:** Strongly encourage new hires to register. The intent of this university program is to welcome, orient and engage new hires.

[**Employee Mediation Services**](http://www.jmu.edu/humanresources/hrc/mediation/index.shtml)**:** Inform employee that JMU provides free, confidential mediation assistance to all employees and that a consultation may be arranged by contacting FM HR at 568-2992 or 568-6422 or by emailing [mediation@jmu.edu](mailto:mediation@jmu.edu).

**Waiver of Tuition/Tuition Reimbursement Policies:** Discuss University policy and departmental practices relating to this benefit; University Policies [1402](https://www.jmu.edu/JMUpolicy/policies/1402.shtml) and [1401](https://www.jmu.edu/JMUpolicy/policies/1401.shtml)

**Training Opportunities**: Explain any training opportunities available to the employee. Direct the employee to the [Talent Development website](https://www.jmu.edu/talentdevelopment/index.shtml); [University Policy 1403](http://www.jmu.edu/JMUpolicy/policies/1403.shtml)

**Use of State Vehicles**: For those driving state vehicles - discuss importance of following safety practices, maintaining a valid driver’s license, reporting accidents and moving traffic violations, and inclusion in the DMV Driver Alert Program. *Seat belts must be worn by the driver and all passengers while the vehicle is in operation;* [University Policy 4303](https://www.jmu.edu/JMUpolicy/policies/4303.shtml)

**FM Policies:** In some circumstances, FM policies may supersede JMU policies (especially in regards to inclement weather, dress code, and comp time). Updated FM policies are on the [FM webpage](http://www.jmu.edu/facmgt/fm_policies/policies.shtml).

***WORK PROCEDURES AND PRACTICES***

**Computer Training:** Strongly encourage attending computer classes: Computing @ JMU, Outlook, etc.

**MyMadison:** Instruct employee on how to enroll in Talent Development trainings, view pay slip/compensation, and how to update direct deposit, withholdings, address, emergency contacts, and directory information.

Ensure that employee has correct JMU phone number and MSC in MyMadison

**Attendance:**

**Classified & Wage:**

When and who to call when calling-in absent

Three (3) No call/no show incidents could lead to termination

**Classified ONLY:**

Proper procedure for requesting time-off

Steps for entry of pre-approved time in MyMadison

Responsibility of employee to manage available personal leave

Unapproved absences can result in Time Loss (TL)

Any instance of No call/No show can lead to disciplinary action

**Pay Checks**: Explain when paychecks are deposited. Payroll and overtime calendars are available through supervisors and FM Payroll and are posted in the USB.

**Safety Procedures and Equipment**: Instruct employee to take online [Safety Skills Training](https://itfederation.jmu.edu/idp/profile/SAML2/POST/SSO;jsessionid=a6jsguu1834dh1dizgwhhlyk?execution=e1s1), review department safety regulations and equipment [including first-aid supplies], and inform on what to do in case of an emergency.

**Dress Code:** Uniform and/or special apparel requirements; [FM Dress Code Policy](https://www.jmu.edu/facmgt/fm_policies/I-13-Dress-Code.pdf). Landscape: refer to Department Professional Dress Guidelines.

**Food and Beverages**: Explain any regulations regarding food and beverages in the work area.

**Phone/Electronic Media Devices**: Explain phone etiquette and departmental practices for usage: personal calls, texting, listening to music, and the appropriate use of other such applications. Contact the [Telecommunications Office](https://www.jmu.edu/computing/phones-and-cable-tv/index.shtml) for any special instructions or training on JMU phones.

**Talking and Noise Level**: Explain any restrictions on talking with co-workers, playing radios, etc.

***POWER PLANT ONLY***

**Baseline Audiogram**: Required within the first six (6) months of employment for all Power Plant staff.

I, as the employee's supervisor have explained the above checked items to this employee.

(Supervisor Signature) (Date)

I, as the employee, agree that the above checked items have been explained to me by my supervisor and I have had an opportunity to discuss and ask questions for clarification

(Employee Signature) (Date)

*Facilities Management’s Vision:* To deliver effective, efficient, and excellent services as we strive to promote and support a more sustainable university culture.



**FM AiM Access Request Form**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area/Shop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Replacing another User: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The specific actions will be determined upon review of the job requirements and in conjunction with the supervisor’s recommendation. Access to University data carries with it direct responsibility for the proper use, control and release of all University data. Your signature below signifies your compliance with University data management policies and procedures and applicable State and Federal laws.*

Please visit http:www.jmu.edu/JMUpolicy/ to review the below University policies

1204 Information Security

1205 Data Stewardship

1207 Appropriate Use of Information Technology Resources

2112 Student Privacy

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Employee Signature Date

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Manager/Supervisor Signature Date

***User security record created in production***

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AiM Administrator Date

*Return to Facilities Management IT, USB Suite 222, MSC 7001*