



**NORTH CAROLINA DEPARTMENT OF LABOR
HUMAN RESOURCES DIVISION
Manager's Checklist for New Employee's First Day of Work**

Employee Name:

Division/Bureau:

Hire Date:

*This guide provides the supervisor with much of the information needed to provide orientation information to new employees. It is not intended, however, to replace the supervisor's use of the State Human Resources Manual for detailed information regarding personnel procedures and policies, nor does it replace Human Resources' new employee orientation. Please review the information included in this checklist with each new employee during the employee's first two weeks of employment. This checklist should be signed by both the new employee and the supervisor upon completion and must be returned to Human Resources within **14** days. A copy of the signed checklist should be retained by the supervisor.*

GENERAL/FACILITY

- ☐ 1. Introduce new employee to coworkers and give a tour of the building's facilities (rest rooms, break room/kitchen, water fountains, etc.)
- ☐ 2. Assign employee to workstation; assist with computer, telephone and voicemail system set-up; provide DOL telephone list
- ☐ 3. Show employee proper greeting to use when answering your bureau's telephones
- ☐ 4. Explain dress code expectations for your bureau including any limitations on Casual Friday (i.e. jeans but no shorts, etc.)
- ☐ 5. No smoking policy- Employees and guests may not smoke in state government facilities effective January 1, 2008. (GS 130A-493.)

SAFETY INFORMATION

- ___ 1. **Review safety measures** such as building evacuation during fire drills or other emergencies and the policy of no weapons in the building. Employees will receive Safety and Health handbooks during HR orientation and will return a signed copy of receipt of the handbook to their supervisor.
- ___ 2. **Workers' Compensation-** All state government employees are covered under the North Carolina Workers' Compensation Act. The employee is entitled to medical benefits and compensation for time lost due to on-the-job injury or illness (except for the first seven days of absence; these days are required to be taken as leave without pay or charged to the employee's leave account).

JOB-RELATED INFORMATION

- ___ 1. Organizational chart of division's chain of command-Show and explain to employee.
- ___ 2. Review Job/Position Description with new employee.
- ___ 3. Performance Plan - Review with employee within **30** calendar days of hire, preferably during the first week of employment. Retain in supervisor file.
- ___ 4. Instruct employee how to log onto Beacon Employee Self Service as well as how to enter time worked. If employee is also a supervisor, instruct employee how to log onto Beacon Manager Self Service as well.
- ___ 5. Explain a probationary and permanent/career status employee.

Probationary Status- An employee who is in a permanent position subject to the NC Human Resources Act but has not attained permanent status. The probationary period is 12 months.

Permanent/Career Status- An employee who has been continuously employed in a permanent position subject to the NC Human Resources Act with a permanent appointment for 12 months.

HOURS OF WORK AND LEAVE ISSUES

- ___ 1. **Time and Attendance Policy-** Bureau chiefs and supervisors should hold hours worked by all employees (non-exempt and exempt) to the state's established 40 hour workweek standard, except for seasonal activities, emergencies, and other similar circumstances.

<http://10.35.133.11/ncdol-intranet/sites/default/files/employee-resources/ncdol-policies-procedures/time-attendance-punctuality-policy.pdf>

- ___ 2. **Compensatory Time-** Hours worked over 40 hours in the standard work week will be counted as comp time. Non-exempt employees will earn comp time at time and one half. Exempt employees will earn comp time hour per hour. In all cases, supervisors shall approve the earning and use of compensatory time for all employees. Employees shall not earn more than 24 hours of compensatory time in any month and shall not accumulate more than 168 hours of compensatory time in any 12-month period. Non-exempt employees may not work more than 16 hours compensatory time per month, for which they receive 24 compensatory time hours. Compensatory time cannot be transferred to another state agency. Exempt employees may work 24 extra hours per month for which they receive 24 hours of compensatory leave. Exempt employees shall not be paid for compensatory leave.
- *Elevator and amusement device inspectors will be paid for time in excess of 40 hours per week between August 1 and November 30 of each year. Rate of pay equals time and one half. No comp time is accumulated at this time.

<https://oshr.nc.gov/policies-forms/leave/compensatory-leave>

- ___ 3. **Requesting Leave-** Explain bureau policies for requesting leave, as well as call- in policies for absences or late arrivals.
- ___ 4. **Vacation Leave-** May be used for any time off requested by employee. Vacation leave may accrue to 240 hours. Any hours over 240 hours at the end of the calendar year are converted to sick leave. Employees leaving state government are paid out up to 240 hours for vacation leave. Remaining hours are converted to sick leave at the end of the year and remain in the sick leave account for five years after leaving state government. If employee leaves state gov't before the end of the year, any unused vacation leave over 240 hours will be lost.

<https://oshr.nc.gov/policies-forms/leave/vacation-leave>

- ___ 5. **Sick Leave-** May be used for illness or injury, medical appointments, temporary disability due to childbirth, to care for member of immediate family, death in immediate family, donations to member of immediate family approved for voluntary shared leave, or adoption of a child limited to 30 days maximum for each parent.

<https://oshr.nc.gov/policies-forms/leave/sick-leave>

- ___ 6. **Family Illness Leave-** Family Illness Leave is provided for an employee to care for the employee's child, parent or spouse where that child, parent or spouse has a serious health condition. It is not provided for the employee's illness. Family Illness Leave is an extension of the benefits provided under the Family and Medical Leave Policy.

<https://oshr.nc.gov/policies-forms/leave/family-illness-leave>

- ___ **7. Family and Medical Leave-** The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families and to promote the national interests in preserving family integrity; to minimize the potential for employment discrimination on the basis of sex by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and to promote the goal of equal employment opportunity for women and men. The employee is entitled to a total of 12 workweeks, paid or unpaid leave during any 12-month period for qualifying reasons as outlined in the FML policy.

<https://oshr.nc.gov/policies-forms/leave/family-and-medical-leave>

- ___ **8. Voluntary Shared Leave-** An employee may donate leave, as outlined in the VSL policy, to an employee who has been approved to receive voluntary shared leave because of a medical condition of the employee or a member of the employee's immediate family that will require the employee's absence for a prolonged period of time.

<https://oshr.nc.gov/policies-forms/leave/voluntary-shared-leave>

- ___ **9. Community Service Leave-** In recognition of the State's diverse needs for volunteers to support schools, communities, citizens and non-profit organizations, and recognizing the commitment of State employees to engage in volunteer service, Community Service Leave (24 hours/year) within the parameters outlined in the policy, may be granted to:
- parents for child involvement in the schools (day care through secondary schools, does not include post-secondary schools)
 - any employee for volunteer activity in the schools or in a Community Service Organization (as defined in the policy), or
 - any employee for tutoring and mentoring in the schools.

In addition, there are special guidelines outlined in the policy for Emergency Services, Blood and Bone Marrow Donorship and Disaster Service Volunteer with the American Red Cross.

<https://oshr.nc.gov/policies-forms/leave/community-service-leave>

- ___ **10. Time Sheets-** All employees should complete and submit timesheets to their supervisors each week. Time sheets are completed online using Beacon Employee Self Service (BEACON ESS).

<https://mybeacon.its.state.nc.us/irj/portal>

- ___ 11. **Lunch-** A meal period is a span of at least 30 consecutive minutes during which an employee is completely relieved of duty. It is not counted as hours worked. A so-called “meal period” of less than 30 consecutive minutes must be considered as hours worked for employees who are non-exempt as defined by the Fair Labor Standards Act.
- ___ 12. **Breaks-**There is no policy regarding an employee’s right to scheduled breaks throughout the day. Scheduled breaks are not a right; they are optional at the supervisor’s discretion.
- ___ 13. **Teleworking-** Certain employees at the NC Department of Labor are permitted to work at alternate work locations for all or part of the workweek in order to promote general work efficiencies, improve employee morale, safety and retention, or conserve natural resources. The policy, available at the webpage below, outlines the internal policies and procedures that identify the criteria for employee eligibility and participation as well as the requirements and expectations for telework.

<http://10.35.133.11/ncdol-intranet/sites/default/files/employee-resources/ncdol-policies-procedures/teleworkpolicy-aug18.pdf>

MISCELLANEOUS ISSUES:

- ___ 1. **Pay Day-** Employees are paid on the last working day of each month. Employee paychecks are direct deposited into the employee’s checking account. In December, employees are paid on the last working day before the Christmas holiday.
- ___ 2. **Financial Services Information-** Explain expenses, telephone use, state car use, purchases, as well as travel regulations.

<http://10.35.133.11/ncdol-intranet/bureaus/administration-division/financial-services-division>

- ___ 3. **Acceptable Use Policy-** Includes personal use of State property-cell and office phones, state car, DOL computer, internet, etc. Violations of the AUP can lead to disciplinary action and/or dismissal. All DOL employees must sign this policy.

<http://10.35.133.11/ncdol-intranet/sites/default/files/ncdol-forms/information-technology/acceptable-use-policy.pdf>

- ___ 4. **State Vehicle Use Policy** - Review State Vehicle Use Policy with new employee. A new employee cannot drive a state vehicle without prior authorization from the NCDOL Legal Affairs Division.

<http://10.35.133.11/ncdol-intranet/employee-resources/ncdol-policies-procedures>

- ___ 5. **Secondary Employment-** All State employees must complete Secondary Employment Request form if they have another job in addition to their primary job with the State. The employee's supervisor will review the form then pass it along to the Bureau Chief, Deputy Commissioner/Division Director, Chief of Staff and the Human Resources Director, for review and signature. Secondary Employment Requests will be denied if it is believed that the secondary job will interfere with the employee's performance at his/her primary State job, creates a conflict of interest, an appearance of a conflict of interest, impairs or may impair the employee's physical condition or mental attentiveness.

<http://10.35.133.11/ncdol-intranet/sites/default/files/administration/human-resources/human-resources-policies-and-procedures/policy5-secondaryemployment-human-resources.pdf>

___ 6. **Alcohol and Drug-Free Workplace Employee Training Presentation**

<http://10.35.133.11/ncdol-intranet/employee-resources/ncdol-policies-procedures>

- ___ 7. **Benefits Videos-** Allow employee time to watch these videos prior to orientation, if possible.

State Health Plan: <https://www.shpnc.org/new-employee-resources>
NCFlex: <https://oshr.nc.gov/state-employee-resources/benefits/ncflex/ncflex-resources-new-employees>

*The policies and procedures above have been explained to me by my supervisor on this
day of 20 .*

Employee Signature

Supervisor Signature