

BUREAU OF RECLAMATION ORIENTATION CHECKLIST

Human Resources and Supervisor

(Complete and return to local Human Resources Office)

Name: _____
Supervisor: _____
Entrance on Duty Date: _____
Organizational Unit: _____
Title, Series, Grade: _____

HUMAN RESOURCES OFFICE

SUPERVISOR

(Prior to EOD)

- _____ Provide Employee Survival Kit
- _____ Provide New Employee Orientation Notebook
- _____ Type of Appointment
 - _____ Career
 - _____ Career - Conditional - 3 years
 - _____ Excepted
 - _____ Temporary/Term
- _____ In Processing Forms Completed
- _____ Ensure that ID is Issued
- _____ Leave Accrual (Annual, Sick, LWOP, credit, etc.)
- _____ Pay Periods and Holidays
- _____ Payroll Information
 - _____ Current Salary Table
 - _____ Leave and Earnings Statement
 - _____ Direct Deposit Requirement
 - _____ WGI/Pay Adjustments
- _____ Background Investigation (if applicable)
- _____ Employee Express
- _____ Employee Benefits
 - _____ Health Insurance
 - _____ Life Insurance
 - _____ Thrift Savings Plan
 - _____ Retirement/Social Security
(Deposit/Redeposit/Post 56 Military)
- _____ Emergency Notification
- _____ Employee Development/Training/Awards
- _____ Ethics
- _____ Employee/Labor Relations

- _____ Assign Sponsor
 - _____ Work Space is Clean and Organized
 - _____ Equipment is Working Properly
- (Upon EOD)
- _____ Arrange for Employee Computer Passwords
 - _____ Inform Mailroom of Employee Name/Mail Code
 - _____ Arrange for Building and Office Keys
 - _____ Personally Greet New Employee
 - _____ Ensure Introduce of Employee to Co-Workers
 - _____ Conduct a Tour of the Workplace, Various Office Buildings
 - _____ Performance Standards (within 30 days)
 - _____ Position Description
 - _____ Hours of Duty/Lunch Periods/Breaks
 - _____ Local Office Leave Policy
 - _____ Safety Issues/Procedures
 - _____ Security Issues/Procedures
 - _____ Use of Government Vehicles/Equipment/Credit Cards
 - _____ Office Travel Procedures
 - _____ Refer Employee to Intranet for BOR Information and/or Employee Handbook

WE AGREE THAT ALL OF THE ABOVE ITEMS HAVE BEEN COMPLETED AND/OR DISCUSSED:

_____	_____	_____	_____
Employee	Date	Human Resources Rep	Date
_____	_____	_____	_____
Supervisor	Date		

Reclamation Manual

Directives and Standards

INFORMATION PROVIDED TO EMPLOYEE, VIA INTRANET AND/OR ORIENTATION NOTEBOOK

(To be completed and returned to the Human Resource Office within 1 week of hire date)

Items to be read by Employee:

- ◆ Welcome to Reclamation
- ◆ Organization Charts
- ◆ Mission Statements
- ◆ Type of Appointment
- ◆ Computer Security and Use of Computer/Internet
- ◆ Probationary and Trial Periods
- ◆ Within Grade Increases/Merit Promotions
- ◆ Work Schedules
- ◆ Leave
- ◆ Health and Life Insurance
- ◆ Thrift Savings Plan
- ◆ Retirement
- ◆ Payroll Deductions
- ◆ Training
- ◆ Performance Management System
- ◆ Awards
- ◆ Safety Program/On-the-Job Injury/"when injured at work"
- ◆ Standards of Ethical Conduct
- ◆ Appeals & Grievances
- ◆ Equal Employment Opportunity
- ◆ Employee Assistance Program
- ◆ Wellness Program
- ◆ Credit Union
- ◆ Labor Organizations/Unions

I AGREE THAT I HAVE BEEN PROVIDED ACCESS TO THE ABOVE INFORMATION

Employee Signature

Date