

SUPERVISOR'S CHECKLIST FOR NEW STUDENTS
CAL POLY CORPORATION

Employee _____

Date Employed _____

Supervisor _____

Department _____

I. Conditions of Employment

- | | |
|---|--|
| <input type="checkbox"/> Job Duties | <input type="checkbox"/> Drug-Free Workplace |
| <input type="checkbox"/> Pay Rates and Increases* | <input type="checkbox"/> Time clock & Log Sheet |
| <input type="checkbox"/> Work Standards | <input type="checkbox"/> Attendance & Punctuality * |
| <input type="checkbox"/> Hours of Work | <input type="checkbox"/> Reporting Absences * |
| <input type="checkbox"/> Lunch Hours * | <input type="checkbox"/> Use of Phones/Cell Phones/Internet* |
| <input type="checkbox"/> Break Periods * | <input type="checkbox"/> Accident Reporting |
| | <input type="checkbox"/> Dress Code* |

II. Facilities and Human Resources

- | | |
|---|--|
| <input type="checkbox"/> Introduction to Fellow Employees | <input type="checkbox"/> First Aid Kit |
| <input type="checkbox"/> Tools and Supplies | <input type="checkbox"/> Restrooms |
| <input type="checkbox"/> Safety Equipment | <input type="checkbox"/> Eating Areas |
| <input type="checkbox"/> Evacuation Route* | |

*See Reverse for further explanation

I certify that information regarding the above items has been explained to me.

Employee Signature

Date

Orientation regarding these items was provided to the above-named employee.

Supervisor Signature

Date

Pay Rates and Increases

- Pay rates are determined by the qualifications of the employee and the requirements for the position. Students are eligible for .35 increases based upon performance after they have worked 320 hours up to a pay rate of \$7.80 per hour. Thereafter, they will be eligible for an increase after 500 hours.

Lunch Hours

- You are eligible for an unpaid 30-minute lunch break if your shift is at least five hours long. You may waive your lunch break if your shift is less than six hours at the mutual consent of both you and your supervisor. You must clock out and in for your lunch break.

Break Periods

- You are eligible for a paid 10-minute break for every four hour shift. Whenever possible the break should be taken in the middle of the shift

Attendance & Punctuality

- Your attendance and punctuality is critical to our operations and we rely on you to meet our obligations. Please notify your supervisor as soon as possible if you do not believe you are going to be able to meet your obligations.

Reporting Absences

- If you need time off or are sick, please notify your supervisor as soon as possible. When requesting time off please give at least a week's notice and if sick, please call in 2 hours prior to your shift, if possible.

Use of Phones/Cell Phones/Internet

- Phones are to be used for business purposes. Please limit any personal calls to a minimum and inform friends and family to call you only when necessary. Cell phones are to be turned off while you are working. Messages may be checked during your break and lunch hours. The Internet is a business tool and should not be used for personal business while working. Your supervisor may approve limited exceptions.

Dress Code

- The Cal Poly Corporation Administration Building provides services for multiple on-campus and off-campus constituents, including faculty, administrators, students and outside donors, among others. Therefore it is important that all staff maintain a professional appearance level for all the different types of customers that may enter the building. It is expected that everyone will dress appropriately.
- The following are specifically prohibited: bare midriffs, exposed undergarments, cutoff shorts, hats, and short shorts. Nice jeans (not torn) are acceptable.

Evacuation Route

- In the case of a fire or other emergency, everyone must evacuate the building through the nearest exit. The parking lot behind the Cal Poly Corporation Administration building has been designated as the meeting point where all employees should assemble to ensure everyone has evacuated.