Department Home Page: **xxx.kennesaw.edu**

Department Email Address: **xxx@kennesaw.edu**

Main Phone Line: 470-[KSU-INFO] (470-578-4636)

Fax: 470-578-XXXX

Your Phone Line: 470-578-XXXX

Your NetID:

|  |  |  |  |
| --- | --- | --- | --- |
| **Coworker Name** | **Title** | **Email** | **Phone** |
| Employee A | Direct Supervisor |  |  |
| Employee B | Team Member |  |  |
| Employee C | Team Member |  |  |
| Employee D | Team Member |  |  |
| Employee E | Team Member |  |  |
| Employee F | Team Member |  |  |

Physical Address: [1000 Chastain Road]

 [Suite]

 Kennesaw, GA 30144

Mailing Address: [XXX XXXXXX XX]

 Kennesaw, GA 30144

Billing Address: Kennesaw State University

 [XXX Department ]

 [XXX XXXXXX XX ]

 [Suite #XXXX]

 Kennesaw, GA 30144

**[Department] Mission Statement**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 **[Department] Vision Statement**

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

[**INSERT**](https://online.flippingbook.com/view/572303447/) **YOUR DEPARTMENAL ROADMAP**

**Departmental Org Chart** [(download here)](https://hr.kennesaw.edu/docs/hr_orgchart.pdf)



**Employee Training Schedule**

Your manager will provide you with an onboarding schedule for your first two weeks.

 **Asset Tracking**Your (Supervisor or Departmental Representative) will assign equipment, keys/key cards, system access, gear, etc. as appropriate

**Position Description**

[Job Description Library](https://jobdescriptions.kennesaw.edu/library/)

A copy of your position description is attached. Your supervisor will review it with you and return to Human Resources.

 **Email Groups**

You will be added to the following email groups and list servs.

* [XXXXXXXX@kennesaw.edu]
* [DEPARTMENT resource accounts as discussed]

 **Calendars**

You will be granted access to the following calendars and/or we encourage you to add the following calendars to your list.

* Department Calendar – all telework and time off days should be recorded here

**New Employee Guide**

Name/title will be your buddy.

The purpose of being assigned a buddy is to provide you with a casual, reliable, single point-of-contact for your basic questions regarding our department.

Expectations of your buddy are to:

* Serve as a casual resource to answer routine questions regarding basic operational issues, department practices, and department culture. Some examples may include:
	+ Where the bathrooms are located
	+ Good places to eat for lunch
	+ Parking tips
	+ How to get around the building
* Build on the knowledge you obtained in New Employee Orientation and department orientation
* Help make introductions
* Respect confidentiality
* Follow up with you on a regular basis during the first few months

Your buddy will NOT serve as a mentor and is not responsible for your job performances. If questions arise regarding performance or policy matters, your buddy may give their opinion and advice on how to approach the situation, however, is not in a position to resolve the matter. You should reach out to your manager for resolution of relevant issues.

Your buddy will expect you to:

* Display an eagerness to learn
* Display a coachable attitude
* Receive constructive criticism in good spirit

**Policies and Regulations**

**Kennesaw State University Policy, Rules, and Regulations**

[policies.kennesaw.edu](http://www.ncsu.edu/policies/)

**USG Employees**

University System of Georgia Website: [www.usg.edu](http://www.usg.edu)

**Work Periods and Time Away from Work**

**Work Schedules**

Scheduling is the responsibility of the manager. [The department must maintain coverage during the business hours of **8:00 a.m. and 5:00 p.m.** ]

* Discuss the difference between Business Hours vs Individual Work Hours
* Alternate work arrangements need to be approved through your hiring manager

**Adverse Weather**

In the event of unfavorable/unsafe weather conditions the university functions under the Adverse Weather Policy. Employees should notify their supervisor if they are unable to make it into the office.

[Live Safe](https://livesafe.kennesaw.edu/index.php) Info and App

[OEM](https://oem.kennesaw.edu/) (Office of Emergency Management) and RAVE Info \*To ensure you receive emergency alerts to your cellphone, please keep your information updated in OneUSG Connect (for faculty and staff).

**Reporting Absences**

Employees who are unable to be at work must notify their supervisor by phone prior to their starting time.

**\*Note: supervisors should specify the best method for notification. For example, some supervisors may prefer to be notified via work email of the absence and reason for absence. Some may require a phone call/voicemail and or text notification.**

**Leave Usage**

USG offers multiple types of leave. Employees can go to the [Human Resources Administrative Practice Manual (HRAP) site](https://www.usg.edu/hr/manual) and refer to the **Time Away from Work** section for more information on the types of leave and accrual rates.

Employees should submit requests for sick leave, vacation leave, Educational Support leave to their supervisor in advance, as directed per your department’s best practice. A full list of leave types is available in OneUSG Connect to include miscellaneous leave such as jury duty and/or bereavement.

Reasons for requests of sick leave include personal illness; illness of an immediate family member; medical appointments of an employee or employee’s immediate family member and death in an employee’s immediate family. All requests to use sick leave require supervisor approval and must be finalized through OneUSG immediately upon return to work.

Please contact the Benefits Specialists for your department if any sick leave absence lasts more than 5 workdays.

**Lunch Periods**

Full-time employees are encouraged to a one-hour lunch period that is to be taken at the appropriate time as designated by the work unit supervisor. Extended or shortened lunch periods (30 minutes minimum) must be approved by the supervisor.

**Time-Keeping**

Federal law (Fair Labor Standards Act/FLSA) requires that time records be maintained for employees subject to FLSA. Hourly (non-exempt) employees must report hours in OneUSG.

Therefore, hourly employees must use OneUSG to track actual time worked for each day and reflect vacation, sick, holidays and other leave when applicable.

Salaried/“Exempt” employees (those who are not subject to FLSA) are not required to report actual time worked but will use OneUSG to record work absences and leave time used.

Please refer to the KSU Human Resources website for details on OneUSG

**Overtime**

KSU abides by the FLSA policy for hourly/non-exempt employees. Overtime must have supervisory approval beforehand.

**\*KSU’s workweek begins Sunday at 12:01AM and ends Saturday at 12:00PM**

**Any non-exempt, hourly employee that works more than 40 hours each workweek becomes eligible for overtime (time and a half). Overtime hours must have supervisor approval beforehand**.

I am a

* Non-exempt, Hourly, Biweekly Paid Employee
* Exempt, Salaried, Monthly Paid Employee

**Equipment Usage and Safety**

**Email Usage**

The University email system should be used for University business. Message exchanges are considered public record, are auto archived, and become part of the permanent system files that can be retrieved at a later date even if deleted from your personal files/folders. Due to KSU’s obligations as a state employer, everyone’s email is subject to Georgia Open Records laws, all employees are expected to maintain professional standards that are subject to review at any time.

The signature line of your email should be set up at <https://emailsignature.kennesaw.edu/login.php>

**Calendar Usage**

KSU provides usage of an Outlook electronic calendar. This will allow others to view time blocked from your calendar and will facilitate the ability to schedule meetings around your available time.

**Telephone/Fax Usage**

Telephones and fax machines are to be used for conducting University business; local, personal calls should be made with discretion. Long distance, personal calls is mainly prohibited.

* To call locally and long distance, dial entire phone number (area code/phone number).
* On campus, dial 4-digit extension (last four of entire on campus phone number)
* To call international, country code + city + phone number + number.

**Computer Usage**

Employees must comply with the University’s Computer Usage Policy found at:

<https://uits.kennesaw.edu/ocs/policy/directory.php>

For more **Employee Resources** visit: [KSU Human Resources](https://hr.kennesaw.edu/)