

Supervisor Meeting (Employee Best Practice)

(This form is tailored from a new employee perspective. Your new employee signs this form in the Employee Records Onboarding System.)

The Supervisor and new employee will meet together within the first week of employment to discuss the items on this form as they pertain to their specific role/department.

Meeting Guidelines

Discuss with your supervisor any regular staff or one-on-one meetings reoccurring on a regular basis and where they are held. Clarify with your supervisor if you're required to bring anything specific to meetings.

Housekeeping/Physical Space

Although custodial services are available to the college, standard housekeeping of your physical space is required for a clean workplace. Please ask your supervisor where cleaning supplies are located in your department and clarify any expectations of cleanliness within your office.

Department Standards

Telephone Use

Your work phone should be used sparingly for personal calls. Discuss with your supervisor if having a cell phone out while at work is appropriate in your office's culture.

Communications

The college communicates using various methods including: in-person training, group training, one-on-one meetings, email, and by telephone. Be sure to clarify what expectations your supervisor has for you regarding frequency of checking email, and any other communication methods your office may use.

Clerical Assistance

Ask what clerical assistance, if any, you have as an employee. If you are one providing clerical support, ask your supervisor who you will be assisting within the department.

Organizational Chart

Obtain an organization chart to familiarize yourself with the department you are in. The Salt Lake Community College organization chart can be found [HERE](#).

Job Description

Your job description is created and stored by the Human Resources department through the use of PARS (Position Applicant Requisition System) that stores applications and job postings. If at any time you would like a copy of your job description please contact Human Resources at 801-957-4210 or at HR@slcc.edu. Your job description can also be found in the original job posting and application used through the employment portal.

Confidentiality

It is the responsibility of every SLCC employee who handles sensitive information to keep such information confidential and secure.

Confidential information includes personally identifiable information such as: a student or employee home address or phone number, Social Security Number, "S" number, driver's license number, financial information such as financial aid or payroll information, benefit information, medical information, personal status information (such as marital status, race, religion, disability), and any other personally identifiable information that should not be disclosed to the public.

Do not share confidential information, either written or verbal, without first verifying with departmental procedures.

Professional Organizations

Different departments are associated with professional organizations in efforts to be a knowledgeable and proactive voice within the field. Ask your supervisor what professional organizations, if any, your department is associated with.

Department/Division Regulations & Procedures

Ask your supervisor for procedures or regulations that the department uses.

Department Dress Standards

Clothing should be clean and in good repair. Remember your "audience" and dress accordingly.

Use your judgment to determine if something is inappropriate for the College and don't wear it if you are uncertain. Avoid clothes that are too casual or overly revealing.

When the business needs of a department require specific dress code standards, the administrator over the department will set those standards and ensure that they are communicated to the applicable employee groups. HR will act in an advisory capacity as necessary.

Emergency Procedures

Please review emergency procedures [HERE](#).

[Emergency preparedness](#) is required training for SLCC employees and is offered on a continuing basis. As an employee, you must take the online training when hired and then every three years.

The training provides specific instructions on what to do in various emergencies, including anthrax, a bomb threat, building evacuation, chemical spill, earthquake, elevator failure, emergency telephones, fire, flood, medical emergency, power failure, severe weather, a violent intruder, and workplace violence.

For further details on instructions for various emergencies, click the following link:

<http://i.slcc.edu/emergency-prepare/emergency-procedures.aspx>

To schedule the training visit:

MyPage > Employee Training > Register for Training > Training/Department: Required Training Course: ROEP – OSHA – Emergency Procedures > Search

Select required course.

Required Training

Please ensure that you are current on all of your required training.

1. Americans With Disabilities Act (ADA) - Renew every 2 years
2. Family Education Rights and Privacy Act (FERPA) - Renew every 2 years
3. Anti-Discrimination & Harassment Avoidance (ADHA) - Renew every 2 years
4. OSHA & Emergency Procedures - Renew every 3 years
5. Workplace Violence (WPV) - Renew every 3 years
6. Cyber Security - Review every year

Customer Service

As a college, we strive for professionalism in our workplace and encourage our employees to be friendly and professional when dealing with students [or potential students] and fellow employees [or potential employees]. It is our hope that you will become familiar with telephone etiquette and develop business communication skills during your time here at Salt Lake Community College.