PRE-ONBOARDING (BEFORE FIRST DAY)

Congratulations! Now that you are expecting a new employee, it is important that you carefully and thoughtfully plan for your employee’s arrival. Your new employee will be looking for validation that he or she made the right decision to work with us.

REVIEW

- Review your new employee’s application materials, think about how you will introduce this person to the rest of the team. Remind yourself of your person’s strengths and think about any commonalities that might exist with the rest of the team.

DO

- Select a “buddy” for your new hire - someone who will be a peer partner. Discuss expectations with buddy for the onboarding process.
- Announce to your team who the new person is, a little about his or her background, and the start date.
- Prepare your new hire’s workspace - provide the tools needed to succeed the first day (notebook, pen, phone list, etc).
- Ensure that any files or records from the predecessor will be made available to your new hire. Familiarize yourself with the organization of these files.
- Order business cards and a nameplate for your new employee.
- Organize your department’s New Employee Scavenger Hunt (sample attached).

COMMUNICATE

- Personally reach out to your new employee with a welcoming message - make sure you express your excitement for his or her arrival.
  - Confirm HR orientation dates (if not within the first three days of employment, make plans to have section 2 of the I-9 form completed).
  - Discuss general dress code for the office.
  - Discuss parking information.
  - Provide employee with helpful general links (MSU HR, CAL website, department website) to explore at leisure.
- Provide an avenue to have questions answered, either by you or by the appropriate resource.

PLAN FOR FIRST DAY

- Create agenda for your first day meeting.
- Plan to go to lunch with your new employee on the first day.
- Keep your calendar as clear as possible for the first week.
- Schedule meeting times with key people for the first week - include the employee’s predecessor if possible.
NEW EMPLOYEE SCAVENGER HUNT

This is a sample of a scavenger hunt put together by one of the departments in CAL for a new Graduate Secretary. The goal of this worksheet is to allow your new employee time and space to decompress during the stressful first few weeks while encouraging resourcefulness. It is not intended to be high-pressure or graded in any way but rather a fun exercise to increase new employees’ familiarity with common websites.

- **Bolder by Design**: [http://bolderbydesign.msu.edu/](http://bolderbydesign.msu.edu/)
  - Our Vision
  - Six Imperatives
  - Performance with Purpose
  - Moving Forward
- **College of Arts and Letters**: [http://www.cal.msu.edu/](http://www.cal.msu.edu/)
  - About the College - Overview
  - About the College – Mission and Vision
  - About the College – Dean’s Report 2016 (videos)
  - Academics – Overview
    - Check out the undergraduate and graduate programs offered in the College of Arts and Letters.
    - Can you find the ones that are housed in RCS and L&L? Which ones fall under YOUR scope?
- **Department of Romance and Classical Studies**:
  - What is the RCS Mission Statement?
  - Undergraduate programs-
    - How many undergraduate programs are offered in RCS?
    - Can you find the core requirements for each program?
    - What is the Language Placement test and when is it used?
    - Who is the undergraduate advisor for RCS? How does a student make an appointment with the advisor?
    - Who are the language coordinators?
    - What are the language clubs offered for student membership?
    - Where does RCS send its students for study abroad programs?
  - Graduate programs-
    - In what programs can students earn MA degrees? PhDs?
    - Where can you find the requirements for an MA in these programs? PhD?
    - Where can you find the **admissions** requirements?
    - How does a potential student apply to a graduate program at MSU?
    - Who is the Director of Graduate Studies? Who are the Graduate Advisers?
    - Where can you find the Graduate Handbooks? What kind of information is included in these documents?
    - What is TROPOS?
People
- Faculty
  - How many tenure-system faculty members are in RCS? How many fixed-term? What is the difference?
  - How many Spanish teachers do we have? How many French? What other languages are housed in RCS?
- Graduate Students
  - Where are some of our grad students from?
  - What are some of their academic interests and specializations?
- Faculty Publications/Awards – how are some of our faculty members being recognized and honored?
- Newsletter from Dr. Noverr
- What are some of the current and past events put on by RCS?
  - MAFLT: http://maflt.cal.msu.edu/
    - What is the MAFLT program at MSU? Where is it “housed?”
    - How to Apply:
      - How does a potential student apply to the MAFLT program?
      - What are the deadlines for application?
      - What are the requirements for admittance?
    - FAQ’s
    - Courses-
      - What is the three-letter abbreviation for MAFLT courses?
      - What are the required courses for this program?
      - How does a student enroll in these courses?
    - Resources-
      - Where can you find the MAFLT Handbook?
      - What is the tuition rate for the program?
    - Faculty-
      - Who is the program director?
      - Who are some of the other core faculty members that teach MAFLT courses?
      - Who are the affiliated faculty members?
    - Watch the Virtual Tour video.
  - Department of Linguistics & Languages: http://linglang.msu.edu/
    - Degree Programs
      - What graduate and undergraduate degrees are offered in L&L? Which programs offer a PhD? Which offer MA degrees? Which only offer undergraduate degrees?
      - What is the TESOL program? What types of degrees/certificates can a student get through the TESOL program?
    - Additional Programs:
• What minors are offered in L&L?
• What is the “Less Commonly Taught Language” program? Who is the LCTL coordinator?
  ▪ People:
    • How many different language programs are “housed” in L&L? Which language program has the most faculty members?
    • Who is the L&L undergraduate advisor?
  ▪ About – What is the L&L Mission Statement?
    o Second Language Studies: http://sls.msu.edu/
      ▪ Who is the director of the Second Language Studies program?
      ▪ Can a student earn an MA in Second Language Studies at MSU? PhD? A Bachelor’s Degree?
      ▪ Who are the core faculty members in the SLS program? Is there any you recognize from RCS? L&L?
    o Global Studies in the Arts and Humanities: http://globalstudies.msu.edu/
      ▪ What is the mission statement of the Global Studies program at MSU?
      ▪ What types of degrees can a student earn in Global Studies?
      ▪ Who is the director of the Global Studies program?
      ▪ Who are the core faculty members? Do you recognize any of them from RCS? L&L?
    o Schedule of Courses: https://schedule.msu.edu/
      ▪ How many different FRN courses are offered in Spring 2017?
      ▪ Who is teaching SPN 432.001 in Fall 2016? Where is it being taught?
      ▪ What does it mean if a course has a section number of 730?
    o The Graduate School: https://grad.msu.edu/
      ▪ Academics- Policies and Procedures
        • Where can you find the Graduate Employees Union (GEU) contract?
        • Where can you find information about graduate assistant health insurance benefits?
      ▪ Funding- Graduate Assistantships
        • What is a graduate assistant?
        • What are the different types of graduate assistantships?
        • Where can you find GA appointment procedures, prerequisites, and responsibilities?
FIRST DAY

Your new employee will be very excited but be careful not to overwhelm with too much information! Even though we hired the best person for the job, that person still needs training and guidance.

REVIEW

- Review that all pre-onboarding tasks have been complete.

DO

- Follow the schedule that you have set up for tours and meeting times for key team members.
- Introduce your new hire to his or her buddy, allow them to exchange contact information.
- Assist new hire with Net ID activation
- Provide your new hire with the Scavenger Hunt worksheet you developed during the pre-onboarding phase.
- Housekeeping tasks:
  - (with Net ID) - request door access if swipe, provide any necessary keys
  - (with Net ID) - request access to necessary programs and forms.
  - Confirm computer and shared-drive access with IT department.
  - Go over phone, fax, copier (provide copy code)

COMMUNICATE

- Enjoy lunch with your new hire, get to know him or her as a person a little more.
- Conduct your First Day Meeting (see suggested meeting plan).

PLAN FOR FIRST WEEK

- Continue to develop the schedule for the rest of the week. Try to keep the first week’s schedule as structured as possible with plenty of job shadowing and time for reflection.

FIRST DAY MEETING PLAN WITH SUPERVISOR

The objective of your first day meeting is to welcome your new employee and provide any information that you can to help get started in his or her new role. Here are some example discussion topics for this meeting:

- Review the job description and any key responsibilities
- Discuss initial expectations and timelines for onboarding and training
- Share and discuss the departments organizational chart and the college’s organizational chart
- Discuss the mission and goals of the department and the college
- Explain customer service expectations - who are your customers?
- Provide employee with Support Staff Orientation Guide (example attached) - discuss key points and policies including:
- Review your phone list and provide any contact information your new employee would need if there are any questions that arise.
FIRST WEEK

During the first week, your new hire still has a lot to learn, however many new employees complain that the first week is boring, so make sure you are checking-in often. Do not wait for your new employee to come to you!

REVIEW

- Review onboarding tasks so far.
- Review training plan, is any follow-up necessary?

DO

- Have your new employee continue to job shadow, but at this point (with necessary access), allow the new employee to perform tasks while someone else is assisting.
- Assign a meaningful work task that can be completed soon.
- Assist employee with creating a plan for online and classroom training opportunities
- Schedule Performance Planning meeting within 30 days of hire date (can incorporate with First Month Meeting)
- Create opportunities for meaningful interactions with others and opportunities to learn about department, college, and campus culture.

COMMUNICATE

- Check in with the “buddy” to see if there's any questions for you.
- Conduct first week meeting (see suggested meeting plan)

PLAN FOR FIRST MONTH

- Continue to work with training plan to develop schedule for the first month.
- Schedule meeting for new employee with the department chair or higher level administrator of the unit.

FIRST WEEK MEETING PLAN WITH SUPERVISOR

The following are some ideas for discussion items for the first week meeting:

- Follow-up on any job shadowing experiences, experiences with the new employee’s predecessor - is the job what was expected? If not, why?
- Discuss the schedule of regular staff meetings
- Share department/academic/administrative calendar
- Discuss preferred communication methods (email, drop-in visits, phone) - both supervisor and new employee
- Confirm understanding of the process to request time off
- Follow-up on any other procedural or policy issues - dress code, work hours, breaks, etc.
- Leave plenty of time for questions - by now your new employee might have some questions or concerns to express.
**FIRST MONTH**

At this point your new employee should be starting to feel more comfortable and may be beginning to take on more responsibilities. Keep encouraging your new employee with positivity and guidance.

**REVIEW**

- Review onboarding tasks so far
- Review and make changes to training plan if necessary

**DO**

- Continue to check in with your new employee at least once a week
- Celebrate the one-month anniversary of your new employee. Recognize your employee’s strengths and the impact your employee has had already on the team.

**COMMUNICATE**

- Conduct first month meeting (see meeting plan)
- Assist new employee in meeting with department chair.

**PLAN**

- (if not done during the first month meeting) Plan Performance Planning Meeting
- Continue to develop training plan with specified trainer

**FIRST MONTH MEETING PLAN WITH SUPERVISOR**

- (If not scheduled separately) Performance Planning Meeting
- Review Business Continuity Plan and other emergency situation training materials
- Discuss informal feedback on employee’s performance so far
- Discuss career goals
- Discuss relationships with the rest of the staff, how is the “fit”?

**TRAINING PLAN**
**SIX MONTH, ONE YEAR CHECK-INS**

Successful onboarding does not end at the first month. Check in with your employee frequently.

Topics for these check in meetings may include:

Does the employee understand his or her role?

Is the job what was expected?

What ideas does the employee have for improvements in the department?

Does the employee feel comfortable with the rest of the team? How is the “fit”? Are there any issues with colleagues that need to be addressed?

What feedback does the employee have regarding the onboarding and training processes?
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<th>Registrar’s Office Forms:</th>
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<td>Enrollment Limit Changes</td>
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<td>Request for Schedule Change</td>
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<td>SIS ARMS Request Worksheet</td>
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<td>D2L RCS Jennifer Tetreau</td>
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In department access:

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<td>copier code</td>
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<td>door swipe access</td>
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<tr>
<td>Websites (L&amp;L and RCS)</td>
<td>Jennifer Tetreau</td>
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**To get computer and drives set up:**
Fill out the form at http://www.egr.msu.edu/webform/new-user
Put down Russ (wernerru) as sponsor
In the notes section, indicate that a zimbra account will also be needed for calendar access

email help@cal.msu.edu once employee has a NetID to get computers set up
RECOMMENDED TRAINING

Online:

- RVSM Training (mandatory): [http://titleix.msu.edu/learn-more/online-education-programs.html](http://titleix.msu.edu/learn-more/online-education-programs.html)
- FERPA Training (mandatory): A training module regarding the Family Educational Rights and Privacy Act (FERPA) is now available in Desire2Learn (D2L). To complete the module, please log in to [http://d2l.msu.edu](http://d2l.msu.edu) and self-register for the course titled "FERPA for MSU staff and faculty."
- Security Awareness Training (mandatory): [https://secureit.msu.edu/train/index.html](https://secureit.msu.edu/train/index.html)
- Performance Excellence Training (mandatory): [https://www.hr.msu.edu/email/Performance_Excellence_Training_Supervisors.htm](https://www.hr.msu.edu/email/Performance_Excellence_Training_Supervisors.htm)

In-Person

[https://www.hr.msu.edu/professional-development/courses/index.html](https://www.hr.msu.edu/professional-development/courses/index.html)

- The Spartan Experience
- Managing Difficult Customers
- Accounting in EBS
- Creating an Inclusive Environment
New Employee (Staff) Orientation  
Language Pod (Linguistics and Languages, Romance and Classical Studies, Global Studies)  
Wells Hall B-331  
619 Red Cedar Road  
East Lansing, MI 48824

EMPLOYEE INFORMATION
Name: _________________________________    Start Date: ________________________________
Position: _______________________________    Supervisor: ________________________________

PURPOSE
Acknowledging the common environment that exists within the staff office and understanding that each individual’s activities have the potential to impact/influence others. The following expectations are to be implemented to support productivity.

The purpose of this guide is to provide practical information for your work as a support staff member of the Language Pod at Michigan State University. Please refer to the MSU Support Staff Handbook at https://www.hr.msu.edu/policies-procedures/support-staff/support-staff-handbook/ss-handbook/ for further detailed and definitive guidance regarding issues addressed in this guide.

THE DEPARTMENTS
- Review Key Policies
  - Mission Statements
  - Personnel
  - Organizational Chart

PROFESSIONALISM
- Review Key Policies
  - Focus on Customer Service
  - Dress Code
  - Personal Conduct Standards

DEVELOPMENT
- Review Key Policies
  - Performance Reviews
  - Professional Development
  - Courses for Employees

ATTENDENCE/ATTENTION
- Review General Administrative Procedures
  - Vacation and Sick Leave
  - FMLA/Leaves of Absence
  - Holidays
  - Absent Forms
  - Email and Internet Use
  - Electronics
  - Time and Leave Reporting in EBS
  - Overtime/Comp Time
  - Flex Time
  - EdTime
  - Breaks
COMPLIANCE
- Review Key Policies
  - Union Policies
  - Emergency Protocol
  - Department Policies
  - MSU Policies
- CAL Policies
- Manual of Business Procedures

MSU PROPERTY
- Review Key Policies
  - Office/Desk/Work Station
  - Computer/Technology

ADMINISTRATIVE PROCEDURES
- Review General Administrative Procedures
  - Acronyms/Academic Terminology
  - Mail (incoming and outgoing)
  - Shipping (FedEx, UPS)
  - CAL Phone Directory/Staff List
- Purchase Requests (office supplies)
  - Department Listserv/emails
  - Faculty Rooms and Info
  - Building ID Badges/Keys
  - Conference Rooms
  - Staff/Student Schedules
  - Benefits Info/Webpage
  - Pay Schedule

INTRODUCTIONS AND TOURS
- Give introductions to department staff and key personnel during tour
- Tour of facility, including:
  - Restrooms
  - Mail room
  - Copier/Fax/Printer
  - Parking
  - Campus Map
  - Tech Equipment
  - Conference Rooms
  - Staff Birthdays
  - Emergency Exits and Supplies
Mission Statements:

**Linguistics and Germanic, Slavic, Asian and African Languages:**
Our department focuses on three areas: linguistics, cultural studies, and language learning and teaching. We are dedicated to quality teaching, research and outreach. The faculty places great emphasis on the education of students, from first-year undergraduates through advanced doctoral candidates and on to active research that not only explores cutting-edge theoretical and applied issues but is also closely linked to educational goals and engages students in the classroom. Collectively, departmental teaching and research reflect continuing concern for the local, national, and global community.

By the very interdisciplinary nature of the fields represented in the department, issues of how language reflects the nature of the human mind, how language is acquired, the interaction of language and culture, minority perspectives, diversity and internationalization lie at the center of our activities.

**Romance and Classical Studies**
As part of its vision, Romance and Classical Studies aims to become recognized as a national leader in innovative research and teaching while preserving the values of the core curriculum. To this end, we will:

1. Advance and disseminate linguistic, literary, and cultural research on Ancient Greece and Rome and the Romance world, their complex legacies and transnational ramifications. The range of this research addresses the diversity of human experience by considering the individual and social issues of race, ethnicity, gender, sexuality, class, and geopolitical identity, as expressed in language and culture.

2. Form engaged citizens who participate critically in local and global communities and who navigate the world’s ever-changing dynamics by furthering students’ cultural understanding through broad and rigorous curricular initiatives.

3. Create collaborative initiatives that not only generate digital cultural products but also critically examine such products. Strengthen pedagogical and research connections between our undergraduate and graduate programs within and across disciplines.

**College of Arts & Letters**
The College of Arts & Letters (CAL) is a vital force that puts the arts, letters, humanities, and culture into action to create meaningful impact on our world.

We bridge tradition to cutting-edge innovation. We leverage new opportunities and technologies in pursuit of age-old humanistic questions. We infuse arts and humanities approaches into the campus community, creating a culturally vibrant environment that enhances students’ learning. Above all, our degree programs create synergy between the life of the mind and tangible, transferable skills, launching students onto exciting career trajectories.

**Michigan State University**
Michigan State University, a member of the Association of American Universities and one of the top 100 research universities in the world, was founded in 1855. We are an inclusive, academic community known for our traditionally strong academic disciplines and professional programs, and our liberal arts foundation. Our cross- and interdisciplinary enterprises connect the sciences, humanities, and professions in practical, sustainable, and innovative ways to address society’s rapidly changing needs.
As a public, research-intensive, land-grant university funded in part by the state of Michigan, our mission is to advance knowledge and transform lives by:

- providing outstanding undergraduate, graduate, and professional education to promising, qualified students in order to prepare them to contribute fully to society as globally engaged citizen leaders.
- conducting research of the highest caliber that seeks to answer questions and create solutions in order to expand human understanding and make a positive difference, both locally and globally.
- advancing outreach, engagement, and economic development activities that are innovative, research-driven, and lead to a better quality of life for individuals and communities, at home and around the world.

**Personnel**

**Linguistics and Languages Program Contact List (2017-2018)**
Department Chair: Jason Merrill
Associate Chair: Charlene Polio

**Romance and Classical Studies Program Contact List (2017-2018)**
Department Co-Chair: Douglas Noverr
Department Co-Chair: Rocio Quispe-Agnoli
Associate Chair: Anthony Grubbs
Director of Graduate Studies: Safoi Babana-Hampton

**Language Pod Support Staff and Office Information**

**Michele Burton**
Fiscal Officer and Office Manager

**Jennifer Tetreau**
Faculty Human Resources Administrator and Office Supervisor
Scheduling for JM and RQA, RCS and L&L Chair Support
PROFESSIONALISM

Focus on Customer Service
As support staff, it is our responsibility to continually deliver excellent service to our “customers” - our students, faculty, guests, and community members. We are committed to providing a positive experience in every interaction and we maintain a high standard of respect for our customers and co-workers.

Dress Code
Employees are expected to demonstrate good judgement and professional taste. This includes the use of lotions and perfumes or colognes. Casual clothing, like jeans, t-shirts, and footwear such as flip-flops or sneakers are only permitted on Friday or on special circumstances (like office cleaning day or setting up for a workshop or event). Please refrain from wearing clothing with religious or political messages or with offensive language.

Personal Conduct Standards:
Be respectful of others and accountable for the work that should be getting done. This means each employee is required to conduct him or herself in a professional manner at all times.

DEVELOPMENT

Performance Reviews
For a new MSU employee after the first 6 month probationary period, there is a performance review. For employees not new to MSU there will be at least three meetings throughout the year: a Performance Planning meeting, Continuous Feedback, and Annual Performance Review. This is for the benefit of both the employee and the employer. For more information at the MSU Performance Review program, visit https://hr.msu.edu/performanceexcellence/.

Courses for Employees
Organization and Professional Development Services, a functional area of Human Resources, offers a wide range of learning opportunities to help support staff meet their professional development goals. Your supervisor will be providing you a list of recommended courses but you are also encouraged to seek out courses that you think would benefit you professionally. For more information, please visit https://www.hr.msu.edu/professional-development/support-staff/.

Professional Development
Funds are available for the College of Arts & Letters support staff who are seeking educational opportunities not covered by the MSU Education Assistance Program. The purpose is to provide employees an opportunity to gain knowledge and develop skills which will improve proficiency on the present job and/or enhance job opportunities with the University. Ask supervisor for Request Form.
**Vacation and Sick Leave**

Vacation hours are awarded from the University based on time employed and time accrued. A new MSU employee isn’t allowed vacation hours until after their first 6 month probationary period. Sick hours get accrued each month, and are used when needed. Time off, whether it be vacation, personal or sick, get entered into the EBS system by the employee once it is approved by the supervisor (see time and leave reporting).

**FMLA/Leaves of Absence**

FMLA and extended leaves of absence under qualifying circumstances require more paperwork, and are job-protected unpaid leaves. Hours are determined by MSU calculations over the fiscal year. Examples: care for a new child, seriously ill family member, serious health conditions, etc.

**Holidays**

When the University is closed for Holiday’s so is the office except in the case of Martin Luther King Jr Day. The office is open during spring break, and winter break at times when MSU may not have classes in session. If you would like to take holiday time off, please approve it with the supervisor ahead of time; other employees may be planning to do so as well.

**Absent Forms**

Requests for Absence should be submitted via email a minimum of 24 hours in advance. Requests less than 24 hours in advance are considered unplanned. Employees should not incur more than 3 unplanned absences in a 6 week rolling period. Any schedule change, including absences, meetings, or changes in lunch times, should be noted on the staff calendar.

**Electronics**

Non work-related cell phone, or use of other electronic devices (Kindles, iPad, etc.) is to be limited to break and lunch time. When this is not possible, cell phone use should be kept as discreet as possible.

**Time and Leave Reporting in EBS**

Time management can be applied to time leave and reporting as it is the employee’s responsibility to accurately record time.

**Overtime/Comp Time**

Both must be approved in advance by the employee’s supervisor. Employees working overtime without prior approval are subject to discipline up to and including discharge. The occasion may occur that in order to provide efficient service overtime was unavoidable, if this occurs, please notify the supervisor as soon as possible.

**Flex Time**

If an employee works overtime, then that employee must balance that hour(s) out by taking it off of normal work hours ASAP. Must be approved in advance by the employee’s supervisor. A Request for Absence needs to accompany the flex request. Flex time is based on the needs of the Dept. and on a case-by-case basis.

**EdTime**

Ed Time will be used to clock in and out at the beginning of the day, at lunch and at the end of the day. Edits are to be kept to a minimum and only used when a “punch” is forgotten. Training days, out of the office, are an exception. Timesheets are to be emailed to the Office Supervisor Monday before noon. Deviation from normal work schedule is to be explained in the notes.
Breaks
Employees are permitted a rest period away from their work stations not to exceed 15 minutes during each half-day (4 hours) of work. Communicate with supervisor in order for it to be taken at a time and in a manner that does not interfere with the efficiency of the work unit. The rest period is intended to be a recess which is preceded and followed by an extended work period; thus it may not be used to cover an employee’s late arrive to work or early departure, nor may it be regarded as accumulative if not taken (per Union contract). When possible, breaks and lunch should be taken away from ones desk. When this is not possible, a notification should be posted noting the employee is not available. Eating during work hours should happen at break time or lunch. If this is not possible, food should be kept as discreet as possible. Breaks need to be staggered and communicated to co-workers.

COMPLIANCE

MSU Policies
The University has many policies and publications that help every individual know their rights and responsibilities as it applies to different areas. They follow: code of teaching responsibility, computer policy, final exams, graduate student rights and responsibilities, integrity of scholarship & grades, sexual harassment, medical student rights and responsibilities, protection of scholarship & grades, student rights and responsibilities, etc. These policies keep the University and its faculty, staff, and students safe and secure: https://www.hr.msu.edu/policies-procedures/university-wide/

Union Policies
Union membership is dependent upon the level of the employee. Unions have their own contracts with MSU and their own policies and procedures for the protection of their members. For more information about union contracts, visit: https://hr.msu.edu/contracts/index.html

Emergency Protocol
MSU has an extensive set of emergency management protocols pertinent to emergency situations. All MSU buildings are posted with notices that include: emergency evacuation routes, fire extinguisher locations, pull stations, fire rated stairwells, emergency shower & eyewash stations, emergency phones, rally points, and weather shelters. To stay updated on campus-wide alerts, sign up at http://alert.msu.edu/

Department Policies
Faculty, staff, and students are held to departmental policies as it applies to their position. Faculty and staff have policies outlining their employment rights and responsibilities. Students have policies set forth to protect them as well as to define their academic conduct and standards.

CAL Policies
The College of Arts and Letters has Policies outlining the processes and procedures for day to day duties, faculty searches, sabbatical leave, retirement, and policies related to fixed term faculty and tenure stream faculty, and more. These policies are put in place for the benefit of the employee, the College, and the University.

Manual of Business Procedures
The duties and responsibilities of MSU fiscal officers and their delegates include providing daily oversight on how University funds are spent and managed. This oversight includes ensuring funds are budgeted, where appropriate, that they are spent according to fiscal policy, that funds are spent in alignment with the account purpose, that processes and controls are in place, that assets are safeguarded, that transactions are recorded and reported properly, that the account is reconciled on a monthly basis, and that either the expenditures are in conformity with the budget, or appropriate budget changes have been made to reflect a change in the original budget. For more
information about the Manual of Business Procedures, visit [https://ctlr.msu.edu/combp/](https://ctlr.msu.edu/combp/)

**MSU PROPERTY**

**Office/Desk/Work Station**
Each employee will have his or her own office or workspace depending on position. Tenure system faculty have offices, as do staff supervisors. Fixed term faculty, teaching assistants, and non-supervisor support staff have open office spaces. Each station should provide the essentials you need for day to day duties. Anything else needed can be found in the storage rooms, copy/print room, or through a purchase order. It is the responsibility of the office staff to maintain a clean, quiet, and orderly environment.

**Computer/Technology**
All technology purchased by MSU must be well-kept and the inventory must be logged.

**ADMINISTRATIVE PROCEDURES IN DETAIL**

**Acronyms and Academic Terminology**
- **CAL:** College of Arts & Letters
- **L&L:** Linguistics and Languages
- **RCS:** Romance and Classical Studies
- **CLIFMS:** Course Load Instruction Funding and Modeling
- **EBS:** Enterprise Business System
- **GAMS:** Graduate Admissions Management System
- **SIS:** Student Information System

**Mail (incoming and outgoing)**
There is outgoing, regular, international, and campus mail sent from the main office. Domestic and international should be located separately from Campus mail. Campus mail only needs approved departmental mailing slip attached to the envelope instead of a postage stamp.

**Shipping (FedEx, UPS)**
In order to send and place UPS orders for the department you need to set up a profile. Once you have a profile, you can print out labels and send out packages for staff and faculty members.

**CAL and Department Phone Directories**
The CAL and department phone directories are updated and sent to all members. Please request this list if you do not have one.

**Faculty Rooms**
Faculty offices are locked at all times unless occupied. Each floor has a different key for its faculty offices. Each member has their name and office hours located outside next to their office door. If permission is given you can put packages in faculty offices.

**Building Picture ID Badges/Keys**
In order to park, unlock building doors, and display your employee Zpid/identification, MSU Faculty/Staff employee badges should be worn or placed with department keys for easy accessibility. Department keys will be issued, and kept on the person or in a sight. Keys are needed for various rooms in the building including the copy/mail/storage/each floor offices.

**Conference Rooms**
Conference rooms are locked unless reserved. Conference room keys are located on the set of department keys. Conference room reservations can be made through the CAL Room Scheduling website at [http://meetings.dev.cal.msu.edu/](http://meetings.dev.cal.msu.edu/)
Staff and Student Schedules
Office staff are full time employees that work 40 hours a week, however they have some variability in their schedules as approved by their supervisors (Ex: 30 minute lunch instead of an hour to adjust time in or out). Student schedules are part time, and are agreed upon between the student and supervisor. There will not always be a student worker to assist the staff during with tasks and visitors the day every day.

Benefits Information
Employee benefits can be found on EBS. MSU offers great health and dental benefits with options for added vision insurance, retirement, and other personal insurances. For more information, visit https://hr.msu.edu/benefits/

Pay Schedule
For staff employees MSU runs on a bi-weekly basis for most, and a monthly basis for some. Pay periods are set in place by the University, and can be disbursed through direct deposit or pay card.

Purchase Requests (office supplies)
Office supplies can be purchased at Marketplace, MSU stores, office max, or any other store that is associated with MSU direct billing. To place an order you will need the department account information necessary to make purchases.

Department Listserv
The department pays for a ‘listserv’ or list of active individuals in given programs and groups in the department. Tenure stream, faculty, TAs, and sometimes staff should all have listservs for each department. This means when sending out an email to the whole department, or certain group, you can send it to one email address, approve the message, and it will sent it to all of its recipients.

INTRODUCTIONS AND TOUR

Restrooms
There is a men’s, women’s, and handicapped bathroom located on each floor of the building. If you’re using the handicapped bathroom make sure it is locked.

Mail Rooms
Each floor has a copy/mail room as associated with its department (3rd floor L&L, 4th floor RCS). Campus mail is taken out from the main office.

Copier/Fax/Printers
There is a copier/printer in the main office and one in each of the mail rooms. The copier/printer is for staff and faculty use. There are policies related to copy and print requests.

Parking

Campus Map
The MSU interactive campus map allows you to search by each building, locate student & staff/faculty parking, handicapped spots, bus stops, emergency phones, and it also allows you to search buildings by category - for example: administration/academic, athletic, housing (dorms), public, and support. The interactive map can be located at https://maps.msu.edu/interactive/

Tech equipment
In the main office and open office spaces there are computers, printers, and tools that allow you to complete most electronic processes typical for daily use. There are also departmental laptops that can be temporarily checked out by faculty members.
Emergency Exits and Supplies

There are emergency exits and procedures posted to be put in place during an evacuation or emergency situation. Emergency evacuation steps, emergency phone locations, tornado shelter locations, fire stairwells, fire extinguisher locations, alarm locations, and emergency exit locations are posted by the elevators on each floor. There are emergency and building evacuation emergency practices throughout the year that help each building/individual feel safe and prepared in case there is a real situation at hand.