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**NEW EMPLOYEE ORIENTATION SIGN OFF SHEET**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

 Last Name First Name MI

This checklist is a guide to assist SUNY representations in ensuring that employees are aware of significant polices and their eligibility for appropriate benefits programs. The following workplace information, policies, and procedures are included in the new hire orientation benefits package:

 Accident/Injury/Medical Emergency reporting procedures

 Confidentiality Statement

 Dental and Vision Insurance

Drug and Alcohol Policy

Employee Assistance Program

Equal Employment Opportunity Policies

Graduate/Teaching Assistant Health Insurance Booklet [if applicable]

Health Insurance Information and Enrollment Forms [if applicable]

Holiday Waiver Form [classified service employees only]

Internal Control including property control

I-D Card Information

Longer Term Disability [SUNY professional staff only]

Oath(s) of Office

Parking Information

Public Officers’ Law [Ethics, Financial Disclosure, Gifts, Honoraria, Political Activities, etc.]

Recreational Facilities Availability and Usage Information

Retirement Information and Enrollment Forms

Tax Deferred Annuities/Supplemental Retirement Annuities program information

Time and Attendance Information

Workplace Violence

Checked information appropriate for my appointment title, category, and type has been discussed with and/or provided to me. I understand that I must strive to know and follow all work rules and regulations.

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Signature of Employee Date