

Washington Military Department New Employee Orientation Checklist

NAME (Last, First, Middle Initial)"	DATE:

After topics have been reviewed please initial to acknowledge understanding.

Welcome!	Initial
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- Meet your HR/Payroll Staff
- HR SharePoint Site

Overview of the Military Department	Initial
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- TAG/Department Director Welcome
- Emergency Preparedness
- Energy and Resource
- Environmental Overview
- OPSEC & Run Hide Fight video/shred-All/Conceal Carry Policy

Communications Overview	Initial
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- Mobile Application
- Public Website
- Publications
- Agency SharePoint Site

Benefits/Leave/Payroll Overview	Initial
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- Payroll Dates
- First Week: W4, Electronic Fund Transfer (EFT) Direct Deposit Schedule
- Holidays / Leave
- My Portal / Time and Attendance
- Medical / Dental Benefits
- Department of Retirement Systems, Deferred Compensation Program, Retirement
- Flexible Spending Accounts (FSA)
- Perks / Discounts Available

Safety Overview	Initial
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Workplace Accidents and Claims Management

- Responsibilities
- WISHA
- Safety Council Functions

- Safety Bulletin Boards (Locations and Content)
- Hazards and Near-Miss Reporting
- Accident Causes and Reporting
- What if I'm Injured
- Workers Compensation
- Return to Work
- Ergonomic Injury Prevention
- Requirements to Drive a State Vehicle (Driver's Operator Policy)
- Vehicle Accident Reporting
- COVID-19 Training
- Mass Warning Notification System
- Location of Safety Policies, Procedure and Forms

Hazard Communication (HAZCOM)

- Chemical Inventory
- Safety Data Sheets (SDS)
- Handling, labeling, storage, and clean up of hazardous chemicals (VIDEO)

By my signature, I acknowledge that I received and reviewed the HAZCOM Training PowerPoint presentation and watched the OSHA GHS video training. I understand that I have the responsibility to follow the instructions these trainings contain. I also understand it is my responsibility to know where the following resources are located and contact my supervisor or the Safety Office if I have questions:

- *First Aid Supplies*
- *Eyewash Stations*
- *Inventory List of Hazardous Chemicals*
- *Safety Data Sheets (SDS)*
- *Labels for Hazardous Chemicals*

Employee Signature	Date

Human Resources Overview	Initial
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Policy Review

- Ethics (HR-207-03)
- Respectful Work Environment (HR-266-21)
- Diversity, Equity and Inclusion (HR-265-21)
- Equal Employment Opportunity – Affirmative Action (HR-209-02)
- Anti-Discrimination, Harassment, and Sexual Harassment (HR-208-01)
- Violence and Harassment in the Workplace (HR-245-05)
- Outside Employment (HR-241-02)

- Ensuring a Drug and Alcohol-Free Workplace (HR-201-08)
- Reasonable Accommodation Policy and Guidelines (HR-211-05)
- Whistleblower (DIR-010-11)
- Leave Procedure (HR-218a-10)
- Motor Vehicle Operators (SAF-602-11)
- Managing Employee Performance (HR-204-09)

HR General Overview

- Business Resource Groups
- Managing Employee Performance / Expectations
- Washington State Learning Center (WSLC)
- Fair Labor Standards Act (FLSA)
- Employee Assistance Program
- ORCA Cards (for eligible employees) and Commute Trip Reduction
- Union (CBA's) - WAC for non-represented

Job Description

Position Title	Position #	Effective Date of PDF
<i>I acknowledge that I have received and reviewed the current position description for my position. I understand that I may review my current PDF on SharePoint at any time or by request to the Human Resource Office if I do not have access to SharePoint at my worksite.</i>		
Employee Signature		Date

Acknowledgment

This information on the NEO Checklist has been covered with me. Further, I verify that I have received the initial orientation packet including the New Employee Orientation Manual and have completed the required forms. I understand that I am responsible for understanding and complying with safety accident reporting, policies, and procedures as a Military Department Employee. The policies and forms are available on the agency SharePoint and internet sites.

Employee Signature	Date

File in Personnel File (Date Completed Last Name First Initial)

NEO Checklist: Last Updated 11/7/2022