PERSONNEL FACT SHEET

EMPLOYEE'S NAME: _____DEPT:_____

POSITION: _____

ITEMS COVERED

1. **Tour of office-restroom, cafeteria, snack bar and hallway pay phone.**
2. **Organizational chart with position description - explanation/discussion.**
3. **Desk manual/job aids.**
4. **Glossary of terms.**
5. **Work week work day.**
6. **Lunch and break policies.**
7. **Variable Work Schedule Policy.**
8. **Scheduling vacations and request form.**
9. **Performance appraisal system.**
10. **Personnel Manual.**

    Explanation and discussion:
    - **a. Dress Code**
    - **b. Work station policy**
    - **c. Sick, annual, and compensatory leave**
    - **d. Grievance procedure**

The above items were discussed with the above-named employee on his/her first day of employment, th

_____ day of _____, 19_____.

_____
SUPERVISOR'S SIGNATURE

cc: Employee
OPF

EDC 1-715(B) (11/92)