

Position and Departmental Guidelines

Working Hours:

Salary Policy and Procedures:

Procedures for Reporting Absence:

Procedures for Reporting Vacation:

Holiday Policy:

Introduction of Co-Workers and Explanation of Jobs:

Mission/Function of the Unit:

Organizational Structure of Department:

Strategic Plan for the Unit:

Staff Meetings:

To Whom the Position Reports:

Responsibilities of the Job:

Methods for Completing Jobs:

Specific Departmental Guidelines:

Telephone Procedures/Policies:

Campus/US Mail Procedures:

General Office Information:

University Policies Information

- You will receive information about policies at the monthly University Orientation meeting you are scheduled to attend on (enter date here). Additional information is available at <http://www.uiowa.edu/homepage/policy/index.html>
- You are responsible for reading and reviewing these policies. If you have any questions about anything covered at the monthly University orientation session please let your supervisor know, so you can discuss any remaining questions or concerns you may have.

Human Resources Self-Service Information

- University employees need access to the [Self Service](#) web site.
- Home Address and Telephone Publication Restriction
For the first six weeks of your employment, your home address and telephone number are restricted from publication on the University's web directory. After that, it will be published on the directory, and eventually in the University's hard copy Directory.

You have the option to continuously restrict your home address and/or telephone number through the self service web site. When the site opens at "My Information" with a left-hand column labeled "Personal," go to "Name and Address Change." Your home address and telephone number are listed there, along with an option to restrict one or both from publication. This option to restrict or publish will always be available to you if you wish to change it at a later date.