

SAMPLE Guidelines for Merit Position Position and Departmental Guidelines

Working Hours: 1:00 p.m. – 5:00 p.m. with one break.

Salary Policy and Procedures: \$10.68/hour. You are paid monthly and will need to submit an employee time record each month to the office manager. All information regarding vacation and sick leave accrual will be discussed in a meeting with your supervisor during the first week of employment.

Procedures for Reporting Absence: Please call the main line before or at 8 a.m. If vacation is requested, please let Rhonda/Sierra know as soon as possible to arrange for coverage.

Procedures for Reporting Vacation: Please request vacation as soon as you know you would like to be gone. Submit vacation request to your supervisor. Office coverage is essential. Plan ahead when possible.

Paid Holiday: University holidays listed in the annual calendar include: New Years Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, two days at Christmas.

Introduction of Co-Workers and Explanation of Jobs:

Clerk IV and Office Manager, 75% position. (Include his/her first and last name, along with a brief job description).

Secretary II, 100% position

Secretary II, 100% position

Program Associate, 100% position.

Director, 100% position.

Mission/Functions of the Unit:

Organizational Structure of Department: (Include a copy of the departmental organizational chart)

Strategic Plan for the Unit: List website information here or shared drive document information.

Staff Meetings: Staff meetings are held at 2:00 p.m. each Monday.

To Whom the Position Reports: List supervisor's name here.

Responsibilities of the Job: (listed in detail in attached description/training schedule)

Methods for Completing Jobs: Where specific methods are necessary, we will go through procedures. It is necessary to meet any indicated deadlines. Keep supervisor informed regarding progress of projects or, if you are in need of any further assistance. If you would like, weekly meetings can be arranged until you feel comfortable with a project or duty. Please feel free to seek assistance from supervisor or other staff at any time.

Specific Departmental Guidelines:

- Flexible work arrangements are available for your position. See your supervisor for specific details.
- If you have a concern with someone in the department, please try to discuss it with the person first. If this doesn't produce a satisfactory result, then discuss with supervisor.
- For merit employees covered by AFSCME, break periods should be scheduled at approximately the middle of each half-shift.
- You are responsible for turning on email and voice mail messages while away from work for vacation.

Telephone Procedures/Policies: It's occasionally necessary to schedule personal appointments and relay information to family/friends during work time. Please use your good judgment. This will be managed primarily through your productivity.

Campus/US Mail Procedures: Postage cards are used on outgoing US mail. Both Sierra and Lily have these cards. We ship UPS on packages. Mail comes around 9:00 a.m., 11:45 a.m. and once more at 3:00 p.m. All incoming mail should be date-stamped and routed to appropriate personnel.

General Office Information:

- Your shared drive access should be up and running on your first day here. Log on-line using your password and check to see you can access email, corporate time calendaring system.
- Put your voice mail message on your phone. Set up messaging.

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 we can discuss and answer any remaining questions or concerns.

Self-Service

- University employees need access to the [Self Service](#) site.