

New Employees

Congratulation on your new job at The Library! We are excited that you are joining our team in serving UC Berkeley faculty, students, and the public. The Library plays a crucial role in the University mission and your contribution will be essential.

This guide will help new employees and their supervisors get acquainted with new employee onboarding and orientation.

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A. New Hire Orientation

On your First Day

You will start your first day at a [Berkeley Regional Services \(BRS\)](#) onboarding session, where you will complete new hire paperwork and receive benefits information. You'll receive instructions from BRS via email before your start date. Afterwards, you will meet with The Library Human Resources Department for departmental onboarding:

At your Library HR Onboarding Meeting

- Review and sign your job description and PEM form.
- Review your parking and transportation discount options.
- Go through the Library new hire web page.
- Cover services and facilities offered by Rec Sports, University Health Services, SDC, campus training, and parking services.

After your Library HR appointment, you will need to do the following:

During Your First Week

1. Go to the Cal1 Card office to get your employee photo ID.
2. Log in to [UCPath](#) to
 - Sign up for direct deposit.
 - Enter your emergency contact information.
 - Enter your ethnic group information (optional).

Week One and Beyond

- Visit UCOP [UCPath](#) to
 - Complete your federal and state tax withholdings.
 - Enroll in your benefits.
 - Complete your beneficiary information.
 - Enroll in 403(b).
- Update your contact information in the [UC Berkeley directory](#).
- Sign up for the [New Employee Orientation](#) through campus.
- Visit the Parking and Transportation office for information on your transportation options.

- Visit [Wageworks](#) to setup your account to enroll in regular monthly parking/transportation discount options.
- Go to the Library privileges desk to arrange your borrowing privileges.
- Take the Sexual Harassment Prevention online course at the UC Learning Center website, **and** send a copy of your completion certificate to LHRD.
- Take the UC Cyber Security Awareness Training online course at the UC Learning Center website, **and** send a copy of your completion certificate to LHRD.
- *Librarians:* check in with your supervisor about drafting and signing a Statement of Responsibilities

B. Staff Probation Period

A 6-month probation is required for **most** career employees. During the probationary period the employee will receive two evaluations.

- The **midpoint evaluation** is due 3 months after the original hire date and should cover the first 3 months from date of hire.
- The **final evaluation** is due 5.5 months after the original hire date and should cover the full 6 month period.
- Employees cannot use any vacation leave during the 6-month probation. The only exception to this is for the winter curtailment period.
- Any leave taken during this time will extend the probationary period.

We strive for a successful probationary period. If you have any questions or concerns regarding the progress or training of a new hire, please consult with [Library Human Resources](#) immediately.

C. Instruction for Supervisors

Here is a summary of things to help get us organized in preparation for your new hire's start date. You're probably already familiar with this, but we hope that you find this helpful, and if you have any questions or suggestions, please do not hesitate to contact [LHRD](#).

Prior to the First Day

Prior to the first day, as the supervisor, you will need to fill out the following Google form: [Setting up Library accounts for your New Hire](#)

This form will guide you through the following:

- sending appropriate key and access requests to your key coordinator as soon as possible so the employee can receive keys on the first day of work.
- providing the systems office with the necessary information to arrange the computer set-up.
- arranging desk, phone, voice mail, network drives and work area for your new employee.
- Library email lists.
- Caltime preferences for your new employee.

Your new hire's information will be sent to the following offices, who may contact you for further information:

- Library ergonomics team for the initial ergonomic evaluation.
- Systems office to set up your new employee's computer login.

First Day of Work

During the new hire appointment with Campus Shared Services and LHRD on the morning of the first day of work, your new hire will:

- sign all employment forms (see new employee onboarding schedule(link is external)).
- review and sign the job description and PEM form.
- learn about the many campus benefit options.
- go through the Library new hire guide.
- cover services and facilities offered by Rec Sports, University Health Services, SDC committee, campus training, parking services, etc.
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After the appointment with us, your new employee will still need to

- go to the Cal1 card office to get a picture ID on the second day of work.
- go to Parking and Transportation to turn in any forms to set up a campus parking/transportation discount options.
- go to the Library privileges desk to arrange borrowing privileges.
- enroll into the new employee orientation(link is external).
- enroll in benefits through At Your Service(link is external).
- enroll in 403(b) through Fidelity(link is external).

- take the Sexual Harassment/Sexual Violence Prevention Training online course via UCB Learning Center).

On the first day, you should

- review the training plan including department orientation, safety procedures, work hours and work rules.
- give a tour of the department.
- (re)introduce your new hire to your staff.
- pick-up keys from your key coordinator, if the keys are ready. (note: Requesting keys require the new hire's email address, and this may take 2-4 days from the hire date, depending on the new hire record entry into HCM.)
- provide an orientation on Caltime and how to complete the monthly or biweekly timesheet.

Statement of Responsibilities (for Represented Librarians Only)

Within 30 days of the date of hire you must create a Statement of Responsibility for your new librarian (MOU Article 7.B.1 and 2.)

The [Statement of Responsibility](#) should include a general description of assigned duties and be reviewed jointly by the new librarian and you. The librarian should be given a copy of the Statement, and should indicate receipt and review of its content by signing the document. A copy of the signed Statement should be sent to LHRD to be placed in the librarian's personnel file.

The Statement should be reviewed at the beginning of each review period.