



**Delta Gamma**

**1873**

\_\_\_\_\_ **House Corporation Employment  
Committee and House Director Checklist**

**For the fiscal year \_\_\_\_\_**

Below is checklist of duties to be completed by the House Corporation Employment Committee and/or House Director. As items are finished, please complete the following pages. The list is in order by due date, based on the fiscal year. However, at the end are tasks (New Hire Training and Employee Management) that can be done any time of the year depending on circumstances. Please familiarize yourself with the activities shown below; the Office of Housing (OOH) will contact you close to the due dates to obtain copies of the appropriate documents.

This checklist includes a brief description of the duties to be completed. Please refer to the Employment Committee Handbook for details on completing these tasks and forms needed.

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# Annual Training

## Due August (before collegians return)

To ensure all employees are prepared for the upcoming school year, they should each receive ongoing training. At a minimum, this should be completed annually, prior to the return of the collegiate chapter. Employees should receive a review of safety guidelines, the security system, changes to policies and procedures, payroll information, contact information (for employer and employee), etc. each year. This may be completed by the Employment Committee or the House Director. If the House Director is completing annual training for the staff, she should still receive annual training from the Employment Committee. Documentation of this training should be sent to the Office of Housing upon completion for the employees' files in **August (before collegians return)**.

Employee Name	Date completed	Date sent to OOH	Completed by (name and title)	Comments/Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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## Job Descriptions Due March 1

Employee job descriptions should be reviewed and updated by the Employment Committee annually. Job descriptions list the duties of the employee to ensure both the employee and employer know what is expected of the employee. Job Descriptions should be submitted to the Office of Housing by **March 1**.

Job Title	Employee Name	Completed By (Name and title)	Date completed	Comments/Notes
House Director	_____	_____	_____	_____
Chef/Cook	_____	_____	_____	_____
Chef/Cook	_____	_____	_____	_____
Asset Chef/Cook	_____	_____	_____	_____
Asset Chef/Cook	_____	_____	_____	_____
Asset Chef/Cook	_____	_____	_____	_____
Housekeeper	_____	_____	_____	_____
Housekeeper	_____	_____	_____	_____
Housekeeper	_____	_____	_____	_____
Maintenance Person	_____	_____	_____	_____
Houseboy/Hasher	_____	_____	_____	_____
Houseboy/Hasher	_____	_____	_____	_____
Houseboy/Hasher	_____	_____	_____	_____
Houseboy/Hasher	_____	_____	_____	_____
Houseboy/Hasher	_____	_____	_____	_____
Houseboy/Hasher	_____	_____	_____	_____

**Employment Agreement or Employment Letter Renewals**

## Due March 1 –May 1

Employment Agreements should be renewed annually as they have beginning and ending dates. Employment Letters should be renewed if the terms are changing. Please send an Employment Checklist for each employee to the Office of Housing between **March 1 and May 1** annually. If the only information changing is the pay rate, the Employment Committee Chairman can send an email with the new pay rate and the date the committee approved the new pay. If Employment Letters are not changing, please notify the Office of Housing by **May 1** annually.

Employee Name	Is the employee being renewed?	Date checklist/ email sent to OOH	Completed by (name and title)	Comments/Notes
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____

## Performance Evaluations Due May 1











