

	_ 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		(cranne and area)	2000 00,p.0000.	
Chef/Cook				
Chef/Cook				
Asset Chef/Cook				
Asset Chef/Cook				
Asset Chef/Cook				
Housekeeper				
Housekeeper				
Housekeeper				
Maintenance Person				
,				
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 Date checklist/ eyee Name being renewed? email sent to OOH		Completed by (name and title)	Comments/Notes

Performance Evaluations **Due May 1**

Employees should receive ongoing informal performance feedback throughout the year. Employees should also receive a formal performance review each year. These should evaluate the employees ability to complete the duties assigned to him or her in the employee's job description and how the employee works with other employees, supervisors, and subordinates (if applicable), along with other skills. Performance evaluations should include the written performance evaluation form and should also be reviewed with the employee in a one-on-one discussion. These discussions may be completed by the House Director but the Employment Committee must complete the House Director's performance review. It is also recommended that the Employment Committee complete the performance review for the Chef/Cook. Performance evaluations are due to the Office of Housing May 1.

Employee name	Date of review to	Date sent	Complete by (name and title)	Comments/Notes

Submit Employment Agreements/Employment Letters to Office of Housing Due June 1 or within 4 days of Signatures

Signed Employment Agreements and Employment Letters are submitted to the Office of Housing. The Office of Housing uses the signed agreements and letters to ensure employees receive accurate wage and benefit payments. For employees who are receiving renewed agreements or letters, they are due to the Office of Housing by **June 1**. For new employees or changes to current employees during the school year, these are due within 4 days of signature.

Employee Name	Date agreement/ Letter signed	Date signed copy submitted to OOH	Completed by (name and title)	Comments/Notes

New Hire Training Due within 7 days of Start Date

To ensure new employees are off to a good start, it is important that they receive training right away. New hire orientation should be completed on the employees first day. During the first week, the new employee should be trained on his or her job duties, Delta Gamma, chapter and house policies, introduce employee to chapter or live in members (as appropriate), review timesheet and payroll process, review safety guidelines, security system training (If appropriate), and review contact information (for employer and employee). This training may be completed by the Employment Committee or the House Director. The House Director's new hire training must be completed by the Employment Committee. New Hire Training documentation should be sent to the Office of Housing for the employees' files.

Employee name	Date completed	Date sent to OOH	Completed by (name and title)	Comments/Notes

Employee Management Ongoing Activities

These ongoing activities may be more difficult to document but are still critical to the success of the employees. The Employment Committee and House Director should check in with employees regularly to ensure job duties are being performed properly and issues are resolved timely. In addition to job duties, ensure employees are punctual and attend work as scheduled; and follow all applicable policies and procedures. When necessary, complete disciplinary forms and coaching plans for employees who are not meeting job requirements. Often times coaching plans and/or disciplinary documents can be handled by the House Director. If an investigation is required for any Title 7 or harassment issues, please contact the Office of Housing for second level review. If termination occurs, this should be handled by the Employment Committee. Employee separation paperwork should be sent to the Office of Housing within 48 hours of termination notice. The Office of Housing will check in with the Employment Committee periodically regarding these tasks.

Employee name	Date of interaction	Complete by (name and title)	Comments/Notes (type of interaction, outcome, etc.)		