NEBRASKA DEPARTMENT OF EDUCATION
Human Resources

Orientation Checklist

Employee Name: _____Start Date: _____

Employee information

- Employment Overview- Position Description, Salary (Increases), Benefits Begin, FLSA, and Probationary Period
- Job Description and Classification Spec Sheet
- Leave-(Vacation, Sick, Bereavement, Civil, FMLA, Injury & Holidays)
- I-9, W-4, and Direct Deposit Forms (Complete)

Department/Agency Information

- State Government-Constitutional Agency **(Handout)**
- State Government – Code/Non Code/Const. Agency List AND Classified/Non Classified List **(Handout)**
- NDE governance and operations
  - NDE's Mission, Vision, and Values (**Handout**)
  - NDE Organizational Chart **(Handout)**
  - Nebraska Board of Education (**Handout)**
  - Leadership Council **(Handout)**

Administrative Information and Governing Documents

- NDE-NAPE/AFSCME Bargaining Agreement (**Copy Provided)**
  - Grievance Procedure **(NAPE/AFSCME Article 17 or Personnel Rules Chapter 14)**
- NDE Personnel Rules (**Copy Provided)**
- Drug-free Workplace/Discrimination Policy/Sexual Harassment Policy **(Personnel Rules Chapter 15 002, 3.00, & 3.01)**
- NDE Code of Ethics **(Personnel Rules Chapter 16)**
- Administrative Memoranda **(Purpose, location, and copies provided)**
  - **Administrative Memorandum Index (Copy Provided)**
  - **Administrative Memo 502 -** Scheduling Work Hours (**Copy Provided**)
  - **Administrative Memo 505 -** Reporting Unlawful Discrimination/Harassment (**Copy Provided**)
  - **Administrative Memo 507 -** Emergency Building Evacuation, Security and Safety (**Copy Provided if at NSOB**)
  - **Administrative Memo 708 -** Computer Equipment/Internet Access and E-Mail Acceptable Use (**Copy Provided)**
  - **Administrative Memo 710 -** Record Retention **(Copy Provided**)

LINK

- LINK-PFC, EWC, EDC Overview
- Paystub Explanation
- EDC – User Guides **(Copies Provided)**
  - LogIn and Navigation User Guide
  - Probationary Performance Review Process and Guidance Handout
  - Create Performance Goals User Guide
  - Defensive Driving
  - Office Ergonomics General Information
- EWC – Employee Quick Reference User Guide

Retirement

- NPERS Retirement-Beneficiary and Application for Vesting Credit Forms **(Complete)**
- NPERS Deferred Compensation and Enrollment Form **(Complete IF Applicable)**
- NPERS Retirement State Plan Member Overview **(Handout)**
- NPERS Retirement System Handbook **(Booklet Provided)**

Benefits

- New Hire Checklist of Benefits/General Overview
- Benefit Premiums and Rates (Medical – Dental – Vision)
- Medical Insurance – Pharmacy Benefits and Rates (Wellness – Regular – Consumer Focused Plans)
- Medical Insurance Plan Overview (Wellness – Regular – Consumer Focused Plans)
  - Wellness Overview, Program Options, and Qualification Criteria
- Dependent Audit – AON
- Dental/Vision Insurance
- Health Savings Account
- Flex Spending Accounts (FSA) - Medical and Dependent Care Reimbursement Accounts
- Life Insurance (Basic), AD&D, Supplemental Life, and Dependent Life
- Long-Term Disability
- Employee Assistance Program (EAP)
- Open Enrollment-Changes outside
- New Hire Benefit Enrollment User Guide

Miscellaneous Information

- Worker's Compensation
- NDE Ombudsman
- Helpful Websites Reference List -LINK, Retirement, InsideNDE, Wellness Options, WeSave,
- Nebraska State Employee Credit Union
- US Savings Bonds and NEST (College Savings)
- Parking options (information provided if applicable)
- Bus Passes (information provided if applicable)
- Building information (if applicable)

Employee Acknowledgement:

I certify that I have received and reviewed the information as presented by the NDE Human Resources Office covering each of the items listed above. I have also been provided resources to locate this information both in hardcopy or electronic format. I understand it is my responsibility to read and comply with all departmental policies, rules, and regulations.

Employee Signature:_____Date:_____

HR Signature:_____Date:_____