# New Supervisor Resources and Orientation Checklist

Below is a list of suggested topics that a supervisor should be familiar with as they acclimate in their new role. Feel free to contact the Office of Human Resources at [hr@oswego.edu](mailto:hr@oswego.edu) if you have any questions.

❏ [Organization Chart/Functional Responsibilities](https://ww1.oswego.edu/about/leadership-and-reports)

❏ [Board of Trustees Policies](https://www.suny.edu/about/leadership/board-of-trustees/)

❏ [Union Contract(s)](https://oer.ny.gov/state-union-contracts)

* CSEA-ASU, CSEA-OSU, CSEA-ISU
* PEF
* UUP
* GSEU
* NYSCOPBA
* APSU

❏ [Public Officers Law/NYS Commission on Public Integrity](https://ethics.ny.gov/ethics)

* Confidentiality
* Conflicts of Interest
* No acceptance of Gifts

❏ [Employee Assistance Program](https://www.oswego.edu/institutional-standing-committees/employee-assistance-program)

❏ Supervisor’s Role

* Timesheet/Time off requests
* Performance Program and Evaluation
* Counseling

❏ [Role of Office of Human Resources](https://www.oswego.edu/human-resources/)

* Consultation in supervisory matters
* [Policies](https://www.oswego.edu/human-resources/policies-and-procedures) (Sexual Harassment, Drug/Alcohol, Workplace Violence, etc.)
* Benefits/Leaves/Retirement

❏ Recruitment

* [Classified](https://www.oswego.edu/human-resources/classified-recruitment)
* [Unclassified](https://www.oswego.edu/human-resources/professional-faculty-searches)

❏ [Safety and Health](https://www.oswego.edu/safety-on-campus/)

* Accident Reporting
* Building Contacts

❏ [Training and Development](https://www.oswego.edu/human-resources/training-and-development)

* + - Release Time for Education
    - Online webinars, courses, tuition assistance, LinkedIn Learning
    - Instructional Technology Workshops

❏ [Time and Attendance](https://www.oswego.edu/human-resources/payroll)

* Core Operating Hours
* Breaks/Meal times
* Flextime/VRWS
* [Telecommuting Program Application and Work Plan](https://www.oswego.edu/human-resources/file/telecommuting-program-application-and-work-plan)