**ADMINISTRATIVE/LIBRARY SERVICES BUREAU**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cell number is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Outside of emergencies, please refrain from texts/calls from 10:00p.m. - 7:00a.m.**

* Provide a number in which you may be contacted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Do you agree to receive text messages on the number you provided? Yes or No
* MLC Agency hours are Monday – Friday from 8:00 a.m. until 5:00 p.m. If you prefer a flex schedule, you may discuss this with your supervisor for possible approval. Please list your approved work hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* You are provided a 1 hour lunch.
* Time sheets are turned in within five (5) working days after the end of the time period.
* All leave and leave request forms, other than emergency or illness, must be approved in advance.
* Comp time – comp time must be approved in advance by your supervisor. Comp time is based on the 40 hour week as a whole and not the individual day. If you are required to, or needed to, work extra hours on a particular day, you may take off early another day that week which you schedule with your supervisor.
* Remote Work/Any and all away from office work – if you are doing any work, outside site visits, that requires you to be away from the agency, all time **must be approved** in advance by your supervisor and when you return to the office, a report to your supervisor of the work completed must be provided.
* Dress Code – See the Revised Dress Code and please dress accordingly and remember you represent the agency and the state.
* Personal telephone calls should be kept to a minimum. Agency work comes first.
* Meetings – there are times when you will be called to attend a meeting. Be on time for any such meetings.
* Monthly reports – monthly reports are due on or before the 5th of each month. The report covers from the first day of the month to the last day of the month.
* Department Calendar –If you plan to be out of the office longer than your lunch hour, please have time approved by your supervisor and then put it on the shared department calendar. You do not have to give specific reasons. If you are out of your office, the admin assistant should know when you will be back. This does not apply to absent/late days.
* Absent/Late – if you will be out sick for the day or late coming into work, contact your immediate supervisor. If you know your supervisor is also out, contact the admin assistant. If you are unsure of schedules, send an email to your entire department. When you return make sure your absent day is recorded on the department calendar.
* If you have any type of injury while at work, report it immediately to Human Resources.
* State Property – your office including desks, drawers, tables, filing cabinets, etc inside your office belong to the state. This also includes your computer(s), laptop(s), ipad(s), electronic files, etc. As such, any of these can be opened at any time. This is not your personal property.
* Policies and Procedures - Make sure you have read the handbooks, policies, and procedures manuals. You are responsible for knowing and abiding by all information contained in these manuals.
* If you experience a workplace problem, please handle this in a professional and mature manner. You may always talk with your supervisor or me. Robin in Human Resources is available to discuss any problem(s) if you prefer that method. Basically, if you are having a problem, let us hear about it from you and not outside the agency or through another employee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date Supervisor Date