**ADMINISTRATIVE / LIBRARY SERVICES BUREAU**

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

* **Provide a number at which you may be contacted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Do you agree to receive text messages on the number you provided?**
☐ Yes  ☐ No
* **MLC Agency hours are Monday – Friday from 8:00 a.m. to 5:00 p.m.**
If you prefer a flex schedule, you may discuss this with your supervisor for possible approval.

**Approved work hours:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Lunch Break:** You are provided a 1-hour lunch.
* **Timesheets:** Timesheets are to be turned in within **five (5) working days** after the end of the time period.
* **Leave Requests:** All leave and leave request forms (other than emergency or illness) must be approved **in advance**.
* **Comp Time:**
	+ Must be approved in advance by your supervisor.
	+ Comp time is based on a **40-hour workweek**, not per day.
	+ If you work extra hours one day, you may leave early another day **within the same week**, as scheduled and approved with your supervisor.
* **Remote / Off-Site Work:** Any work outside the office (including site visits) must be approved **in advance** by your supervisor. Upon return, provide a report to your supervisor detailing work completed.
* **Dress Code:** Please review the **Revised Dress Code**. You represent the agency and the state—dress accordingly.
* **Personal Calls:** Should be kept to a minimum. **Agency work comes first.**
* **Meetings:** Be on time for any meeting you are required to attend.
* **Monthly Reports:** Due **on or before the 5th** of each month, covering the **1st to the last day** of the month.
* **Department Calendar:** If planning to be out of the office (excluding lunch), get supervisor approval and enter it on the shared department calendar. No need to provide specific reasons. If out of the office, inform your supervisor or designated staff when you expect to return. *(Not for absences/tardiness.)*
* **Absent/Late Policy:**
	+ If you’re sick or late, contact your **immediate supervisor**.
	+ If unavailable, contact an admin or another department staff member.
	+ If unsure of availability, **email your entire department**.
	+ Upon return, ensure absence/tardiness is **recorded on the department calendar**.
* **Injury on the Job:** Report **any injury** immediately to **Human Resources**.
* **State Property:** All office items, including desks, drawers, computers, files (electronic and paper), etc., are **state property** and may be accessed at any time. These are **not personal property**.
* **Policies & Procedures:** Ensure you have read all **handbooks, policies, and procedures manuals**. You are responsible for knowing and complying with them.
* **Workplace Problems:** Handle issues professionally and maturely.
You may speak with your supervisor, or with **Robin in HR**, if preferred.
Report problems **internally**, not through external sources or other employees.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_