



THE ALASKA CLUB

New Employee Checklist

_____ Job Description Reviewed	_____ Policies and Employee Handbook
_____ Hours, the Work-Week, and Weekends	_____ Attendance and Punctuality
_____ Overtime Requirements	_____ Dress Code and Uniform Compliance Agreement
_____ Job Evaluation, annual	_____ Organizational Structure
_____ Pay Periods	_____ Introduce to Staff / Walk-Through
_____ Rate of Pay	_____ Tour Facility
_____ Vacations and Holidays	_____ Unpaid and Emergency Leave
_____ Parking Information	_____ Training Program
_____ Lunch Areas	_____ Issuance of I.D.
_____ Telephone Calls	_____ Orientation Schedule
_____ Work Rules and Regulations	_____ Timecards
_____ Discipline Procedures	_____ Staff Meetings
_____ Sexual-Harrassment Policy	_____ Schedule CPR
_____ Incident Report Procedures	_____ Scheduled First-Aid
_____ Termination Policy	_____ Front Desk Area
_____ Driver Release / Insurance	_____ SDS/Emergency Binder/Bio Hazard kit

Special Notes: _____

We have discussed the items above and acknowledge that they may be changed at any time. The above does not constitute a written contract and I understand my employment is for no definite time period and may be terminated at will.

Employee's Signature / Date

Supervisor's Signature / Date