




It's My Job... *To Know About These Things*

At MCC we want to avoid overwhelming you with information you won't be able to remember after your first day. But, it is important for you to find out about certain topics and write down key information, know where to look for it in your work area, or on the college and district websites. That's where this booklet comes in handy. With your supervisor, MCC Guide, or other helpful employees, during your first few weeks on the job, review this booklet and corresponding sections of MCC NEO Central. Fill in information, and keep this booklet for future reference. Information on each item is available at MCC NEO Central:





GO TO NEO CENTRAL <http://www.mesacc.edu/neo> FOR RESOURCES


Supervisor & Guide contact info	MCC Guide name & phone number:	Supervisor name & phone number:												
Who do I work with?	Names and positions of your fellow work group members:	Key contacts at departments you will work with most often:												
Where do I find...?	<p>Cross out any that <i>do not apply</i> to your job or work area, then make sure you know about all the others.</p> <table border="0"> <tr> <td><input checked="" type="checkbox"/> Restrooms</td> <td><input checked="" type="checkbox"/> Bulletin board</td> <td><input checked="" type="checkbox"/> First aid supplies</td> </tr> <tr> <td><input checked="" type="checkbox"/> Copy machines</td> <td><input checked="" type="checkbox"/> Office supplies</td> <td><input checked="" type="checkbox"/> ATM</td> </tr> <tr> <td><input checked="" type="checkbox"/> Fax machine</td> <td><input checked="" type="checkbox"/> Break room/kitchen</td> <td><input checked="" type="checkbox"/> Shred bins</td> </tr> <tr> <td><input checked="" type="checkbox"/> Printers</td> <td><input checked="" type="checkbox"/> Vending machines</td> <td><input checked="" type="checkbox"/> Recycling</td> </tr> </table>		<input checked="" type="checkbox"/> Restrooms	<input checked="" type="checkbox"/> Bulletin board	<input checked="" type="checkbox"/> First aid supplies	<input checked="" type="checkbox"/> Copy machines	<input checked="" type="checkbox"/> Office supplies	<input checked="" type="checkbox"/> ATM	<input checked="" type="checkbox"/> Fax machine	<input checked="" type="checkbox"/> Break room/kitchen	<input checked="" type="checkbox"/> Shred bins	<input checked="" type="checkbox"/> Printers	<input checked="" type="checkbox"/> Vending machines	<input checked="" type="checkbox"/> Recycling
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Time At Work	<p>My work schedule is</p> <p><input type="checkbox"/> Fixed - specify days and times:</p> <p><input type="checkbox"/> Flexible (expected hours per week and schedule, if known):</p> <p>Lunch break:</p> <p>Reminders about work hours:</p> <p>If you report your work time:</p> <p><input type="checkbox"/> Is your position eligible for a shift differential? Confirm with your supervisor that it is set up in payroll.</p> <p><input type="checkbox"/> Yes, I know how to clock in and out and have gone on the system.</p> <p><input type="checkbox"/> No, I do not know how and I need help.</p>													
Time Not At Work  General Information	<p>If I am not going to be at work, I am supposed to notify:</p> <p>person = _____</p> <p>by what method (phone, email)? _____</p> <p>Information about holidays, vacation, sick time, and other paid time off depends on your employee group. Click on the General Information button in MCC Employee Central to find out more.</p>													

Got A Question, Concern, Need Help?

Go to <http://www.mesacc.edu/employees/hr/ask.html> and enter your question;

We will reply within 24 hours





<p>What applications do I need to do my job?</p>  <p>Computer Applications</p>	<p>Circle the applications you will be using to do your job: HRMS PAT SIS EARS WebCT CFS Canvas BOEXI WebFinancials</p> <p>Intranet Google Apps</p> <p>Department servers MyMcc my.maricopa.edu POF thunderbird</p> <p>For an overview of computer applications click on computer applications button in NEO Central.</p> <p>If applicable to your job, to keep documents and data secure and backed up you are supposed to:</p>										
<p>What if I get hurt?</p>  <p>Safety & Wellness</p>	<p>Promptly report the injury to your immediate supervisor. The "Supervisor's Report of Industrial Injury" form must be completed, signed by the supervisor and employee, and turned in to HR. For non-critical, non-life threatening injuries requiring medical attention, you must go to an authorized industrial medical center.</p> <p>Visit the Safety First section of NEO Central to find out about safety training, wellness programs, and MCCs recycling efforts.</p>										
<p>What if there is an emergency?</p>  <p>Emergency Preparedness</p>	<p>Click on the Emergency Preparedness button to find:</p> <ul style="list-style-type: none"> ✓ How to report an emergency ✓ How to provide your cell phone number for alert notifications ✓ Safety procedures – including lockdown ✓ Emergency exits ✓ Emergency equipment such as fire extinguishers, AED, first aid ✓ Emergency coordinators for your work area ✓ College emergency notification procedures 										
<p>How things work around here...</p>	<p>Ask your supervisor or guide about (if applicable, and if not, cross the item out):</p> <table border="0"> <tr> <td>✓ Your employee group</td> <td>✓ Business cards</td> </tr> <tr> <td>✓ Dress code</td> <td>✓ Lights, temperature control</td> </tr> <tr> <td>✓ Building access hours and procedures</td> <td>✓ Incoming and outgoing mail processes</td> </tr> <tr> <td>✓ How to make or order copies</td> <td>✓ Use of college vehicles or equipment</td> </tr> <tr> <td>✓ Office supplies ordering</td> <td></td> </tr> </table>	✓ Your employee group	✓ Business cards	✓ Dress code	✓ Lights, temperature control	✓ Building access hours and procedures	✓ Incoming and outgoing mail processes	✓ How to make or order copies	✓ Use of college vehicles or equipment	✓ Office supplies ordering	
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<p>What did you say?</p>  <p>College Speak</p>	<p>What MCC or Maricopa acronyms are most relevant to your job? Jot them here:</p> <p>For a list of MCC commonly used acronyms click on the College Speak button in NEO Central.</p>										

<p>Rules to work by...</p>  <p>Rules To Work By</p>	<p>Remember - It is definitely your job to understand and follow applicable policies and procedures. Yep, there are plenty of policies and procedures for Maricopa employees.</p> <p>MCC procedures District Blue Book All Employee Manual</p>
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	<p>And yes, there are even more policies depending on your job and employee group.</p> <p>Click on the "Rules to Work" button in NEO Central to find links to the policies and procedures.</p>
<p>What acknowledgments or disclosures apply to me?</p>  <p>Public Employee Requirements</p>	<p>The district requires certain acknowledgements and disclosures and mandatory training. Some apply to all employees and some apply just to certain jobs or employee groups. Be sure you know which apply to you and set a timeline for completing them.</p> <p>Does your job involve access to confidential information or other confidentiality considerations? If so, what must you do to protect confidentiality?</p> <p>Student records are protected by FERPA – Family Education Rights and Privacy Act. Information about requirements and the online tutorial are available by clicking on the Public Employee Requirements Button.</p> <p>Click on the "Public Employee Requirements" button in NEO Central for information on FERPA, disclosures, and mandatory training.</p>
<p>Employee giving...</p>  <p>Employee Giving</p>	<p>Part of MCC's mission is to empower individuals to succeed in our local and global community. Faculty, staff, and administrators are encouraged to help further this mission.</p> <p>Click on the "Employee Giving" button in NEO Central for more information.</p>
<p>Are you a new supervisor @ MCC?</p>  <p>Supervision @ MCC</p>	<p>Find information about:</p> <ul style="list-style-type: none"> ✓ Hiring ✓ Training ✓ Performance Management ✓ Supervisory Development <p>Click on the "Supervision @ MCC" button to find more information on this topic.</p>
<p>What else I need to know/do...</p>  <p>Additional Learning</p>	<p>Coordinate with your supervisor about additional required MCC and District training and to schedule and complete them within required timelines. Your requirements and timelines depend on your employee group and employment status. Record your requirements and timelines on the "It's My Plan" worksheet. Confirm applicable requirements, such as:</p> <ul style="list-style-type: none"> • Acknowledgments & Disclosures • FERPA Tutorial • Defensive Driving • Service Excellence online course • Health & Safety Essentials • Hazard Communications • Utility Cart certification • Computer applications • Supervisory development • Benefits sign up (within 30 days of board approval)

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