**Employment Date** 

## **CHILD & FAMILY DEVELOPMENT PROGRAMS**

Community Action Team, Inc.

Center Norm Checklist for New Employees

First Day - Center Norm Checklist   Completed		<u> </u>
Grievances Reporting for Work CAT Dress Code 5.05f Staff Schedule – breaks, lunch, home visits, adjustments Time Off Requests Calling In Center Schedule Due Dates, Program and Specific Site Requirements Staff Travel for Meetings and Trainings (Procedure 1-23) Supervisor Expectations for  1	First Day – Center Norm Checklist	Completed
Reporting for Work CAT Dress Code 5.05f Staff Schedule – breaks, lunch, home visits, adjustments Time Off Requests Calling In Center Schedule Due Dates, Program and Specific Site Requirements Staff Travel for Meetings and Trainings (Procedure 1-23) Supervisor Expectations for I ** month	Roles & Responsibilities – Chain of Command, getting questions answered	
CAT Dress Code 5.05f Staff Schedule – breaks, lunch, home visits, adjustments Time Off Requests Calling In Center Schedule Due Dates, Program and Specific Site Requirements Staff Travel for Meetings and Trainings (Procedure 1-23) Supervisor Expectations for  • 1st month • 3rd month • 6th months Training Information, Process to Request Work/Office Space Staff Personal Space/Item Storage Center Communications Systems Google/Google Docs/Outlook Supplies Sign In/Out of Classrooms Center Phones – Answering/Messages Copier/Lamination Center Cleaning Parking Lat/Grounds Meetings Family Events Center Tour and Introductions Other: Other This list is not all inclusive and you may need to discuss other site specific information. Cross-referenced to PS and program policies, procedures and forms as needed. Center managers and staff will discuss and complete these items together.  Staff Signature	Grievances	
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Supervisor Signature Date	Staff Signature	Date
	Supervisor Signature	Date

**Staff Name**