

Guam Public Library System Employee Orientation and Training

Orientation:

The Administrative Support Unit at GPLS provides to each new employee a packet consisting of:

- 1) Guam Public Library Employee Handbook and Manual as approved by GPLS Board in December 1996
- 2) Public Law 28-122
- 3) DOA Circular 07-011 re Sexual Harassment
- 4) Civil Service Commission No. 06-107 re The Mini-Hatch Act
- 5) Emergency Data Form
- 6) Employee information form to prepare ID badge
- 7) Security Alarm System
- 8) Payroll Deduction Authorization (DOA form)
- 9) Cancellation of Deduction Authorization (DOA form)
- 10) Authorization Agreement For Automatic (Direct) Deposit (DOA form)

Training:

For training purposes, the Administrative Officer or the Library Technician Supervisor will separately train the following positions:

Administrative Officer - the selected candidate for the following positions will be trained by the administrative officer or her designee as follows: Secretary I; Administrative Aide; Clerk Typist III; Administrative Assistant; Program Coordinator I; Building Custodian and Building Custodian Supervisor.

The training will be in the field that is to be filled.

Library Technician Supervisor – the selected candidate for the following positions will be trained by the library technician supervisor or her designee as follows: Library Technician I and Library Technician II.

The training will be in the field that is to be filled.