



List of Attachments

Section 1	New Employee Information 1.a Staff Position Description 1.b Staff Skills for Success 1.c Performance Dialogue Form 1.d CUCE-NYC Organizational Chart
Section 2	Office Processes 2.a Kronos—The Basics 2.b Flexible Work Arrangement Agreement Form
Section 3	Program Processes 3.a Canvass Referral Form 3.b Outreach/Recruitment Canvassing Log 3.c Quarterly Schedule Template
Section 4	Supervisory Processes 4.a Attendance Log 4.b Checklist for Record Completion 4.c Lesson Observation Guide 4.d Supervisor/CE Quarterly Review Meeting Form
Section 5	Administrative Processes and Facilities Management 5.a Business Materials 5.b Program Materials 5.c Food Materials 5.d Forms and Handouts
Section 6	Reimbursements 6.a Unallowable Expenditures 6.b Tax Exempt Organization Certification 6.c Petty Cash Reimbursement Form/Instructions 6.d Promissory Note/Cash Advance Form 6.e Local Transportation Detailed Travel Sheet 6.f Local Travel Reimbursement Online Instructions 6.g Transit Pass Election Form
Section 8	Health, Safety and Emergency Policies 8.a Personal Accident Enrollment Form 8.b Workers' Compensation Brochure