

Onboarding Checklist for Community Service

Name: _____ Date: _____

The George A. Smathers Libraries is an official worksite for UF students and employees who need to complete community service from the Alachua County Department of Court Services. The Libraries only accept UF students and employees for court-ordered community service. The Libraries do not accept individuals who are charged with a violent crime or theft.

A. Before Community Service Begins (Libraries HR Office):

- Reviews individual's community service paperwork and eligibility.
- Contacts community service supervisors for placement.
- Contacts individual once placement is decided.

B. Before Community Service Begins (Supervisor/Department):

- Discusses schedule and parameters of work with individual.

C. Community Service Begins (Supervisor/Department):

- Keeps the community service form.
- Signs off daily hours on form.
- Signs form when hours are done or sheet is full.
- Keeps worksite copy and sends copy to Libraries HR Office when form is finished.
- Informs Libraries HR Office (Joseph Piazza, jpiazza@ufl.edu) once community service is finished.