

CLASSIFIED STAFF ORIENTATION

All new classified employees working in a school District shall receive an orientation by their immediate supervisor or the Building Principal. Orientation for new employees working in the District Office will be the responsibility of the immediate supervisor and the Superintendent.

The orientation should explain job duties, introduce the employee to fellow employees and cover all aspects of the position. Student handbooks, and any other pertinent information concerning the position or building regulations should be furnished.

Newly hired classified employees will be given personnel forms, complete with salary and employment information to sign and return to the District Office. An explanation of the district's insurance and retirement program will be presented.

After approximately two weeks, a conference will be held with the new employee, the immediate supervisor, and the appropriate administrator to answer any questions and further orient the employee.

Adopted: 3/11/85