

## STAFF ORIENTATION

The District recognizes that an appropriate and timely orientation program can aid in the assimilation of new staff members.

Upon appointment, the administrator or manager/supervisor shall be responsible for ensuring that each new employee completes the orientation process. Orientation shall include, but need not be limited to, a review and opportunity to discuss the District's work rules and procedures, personnel policies and administrative regulations, services and programs offered by the District, performance expectations, prohibited conduct/behavior, workplace violence, alcohol and prohibited substance use, and workplace safety etc. In addition, the administrator or manager/supervisor will ensure that new employees complete all appropriate employment and payroll forms, receive descriptions of benefit packages, receive or be provided access to district's personnel policies and administrative regulations, and meet other staff with whom the employee will be working. Employees will be required to sign for acknowledgement of District policies, job descriptions, employment contracts, network acceptable use, mandatory reporting of child abuse/neglect, etc.

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