

Orientation

Orientation of personnel shall be provided for new employees in the district.

New employees will be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Employees involved in childcare, custody or control responsibilities shall be given instruction in the handling of emergency situations, which might arise in the course of the employee's work. The District Bookkeeper will explain payroll procedures and employee benefit programs and accompanying forms to the employee. The supervisor should review the employee handbook as part of the orientation process.

Adopted: 06-12-2000
Revised: March 8, 2004
Reviewed: 12-09-2013