

EMPLOYEE ORIENTATION

Employees must know their role and duties. Employees shall be required to participate in an orientation program for new employees. It shall be the responsibility of the immediate supervisor to provide the new employee with a review of the employee's responsibilities, duties, and appropriate procedures. Payroll procedures and employee benefit programs on accompanying forms will be explained to the employee by the superintendent or his/her designee.

New employees will be required to assume the responsibilities of their position immediately or as designated on their contract. The administration and the immediate supervisor shall be available to answer questions.

Legal Reference: Iowa Code §§ 20; 279.8 (1993)

Cross Reference: 401.7 Employee Relations to the Administration and to the Board
402.6 Employee Relations to the Public
404 Employee Conduct and Appearance

Approved 01/1993

Reviewed 04/10/01
02/11/08
02/11/13

Revised 07/09/18